Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Summer 2016 Biannual Strategy Implementation Report (BSIR)

Workshop Content

- Grants Reporting Tool (GRT) Overview
- Biannual Strategy Implementation Report (BSIR)
- GRT Registration & User Log-in
- GRT Modules
- Input BSIR Information (Funding Module)
- Workflow Process

GRT & BSIR Overview

Grants Reporting Tool (GRT)

- Web-based reporting system
- Using Financial Management Forms Workbook (FMFW) for efficient & accurate data collection to update the GRT
- Real-time reporting to State & Federal Government
- Data collected is used for 300 annual reports

Biannual Strategy Implementation Report (BSIR)

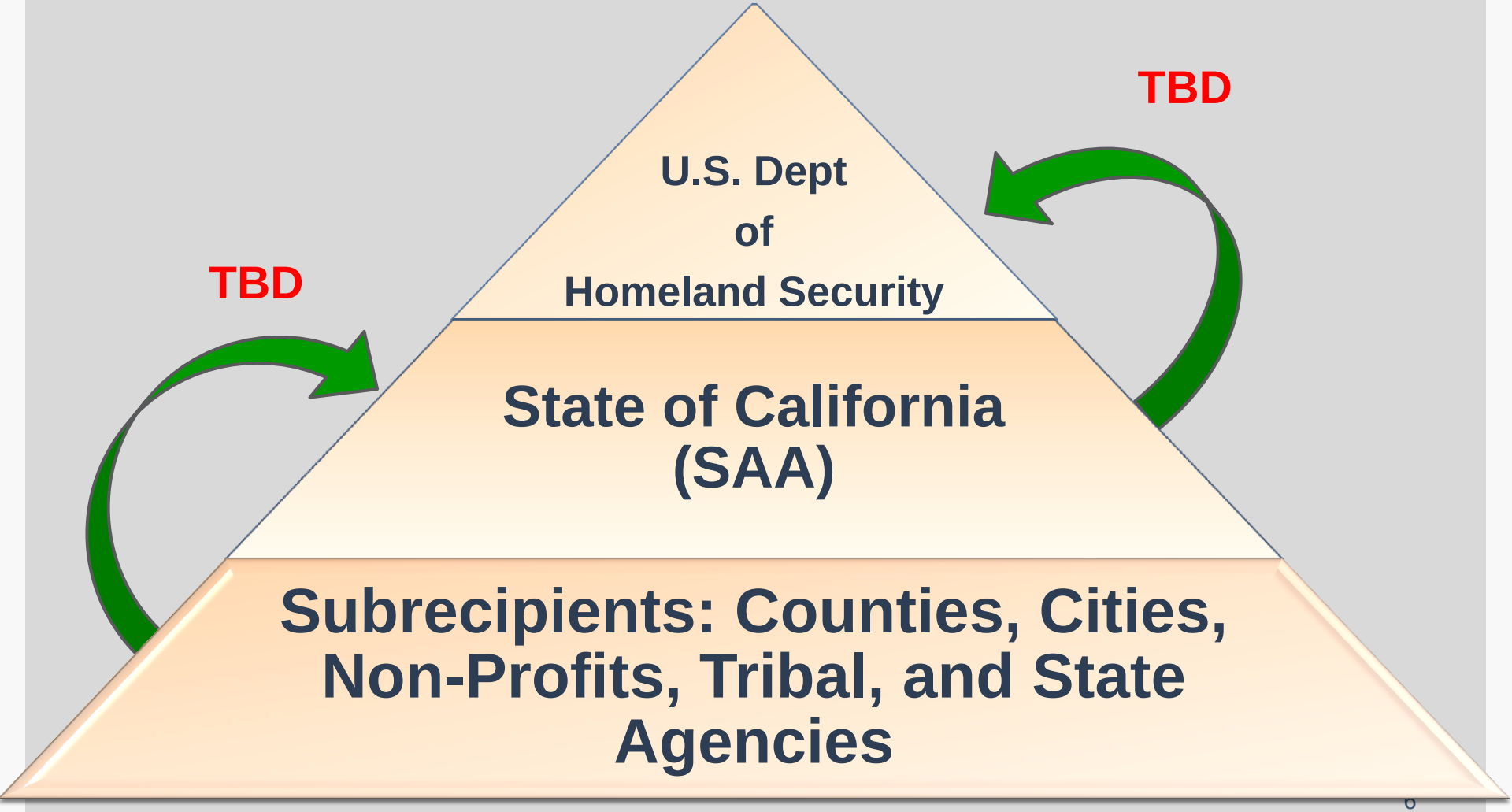
- **Definition:**

  Reporting of planned & actual expenditure

- **Requirement:**

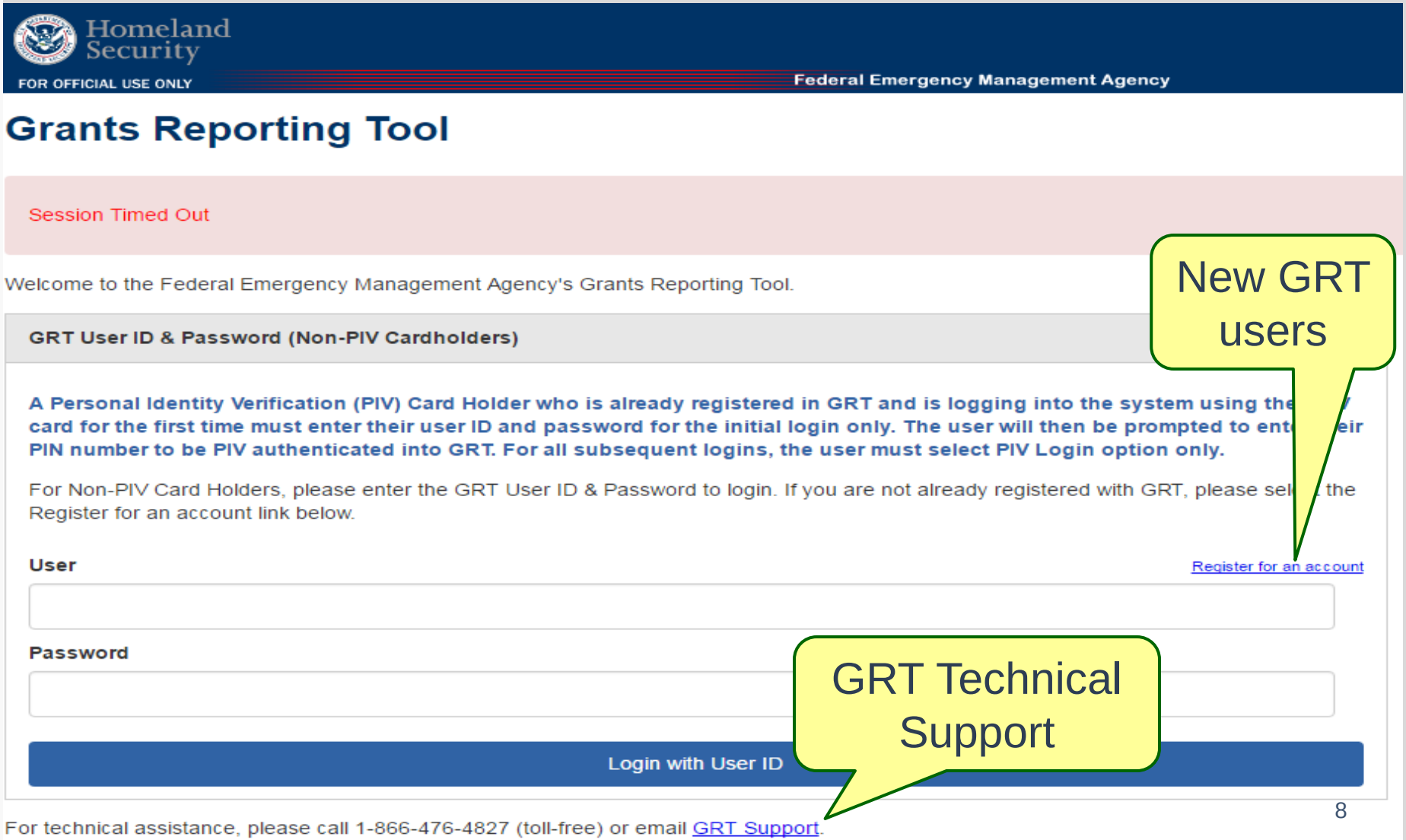
  Due every 6 months until the State is approved for the grant year close-out

BSIR Deadlines

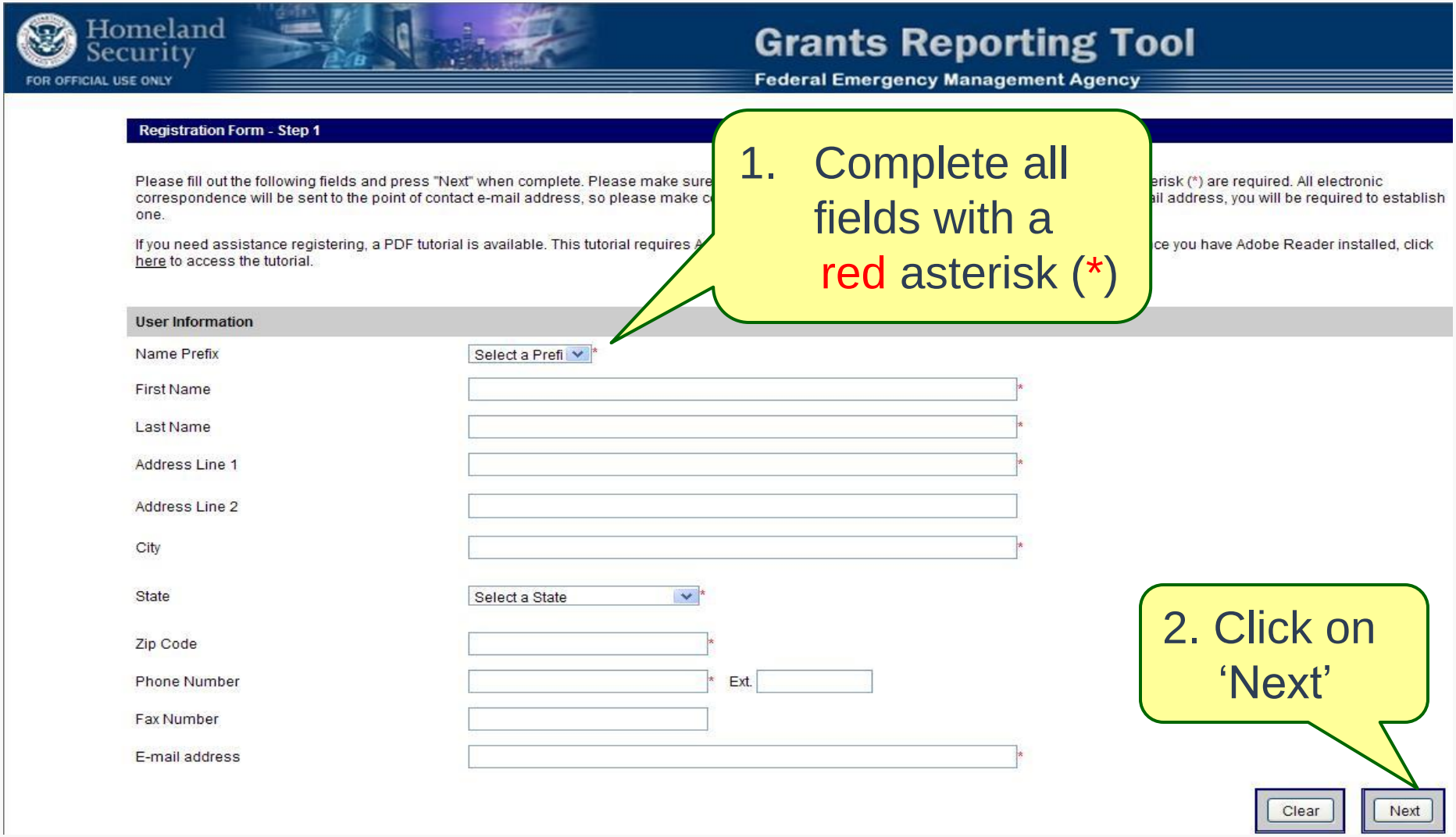


GRT Registration & User Log-in

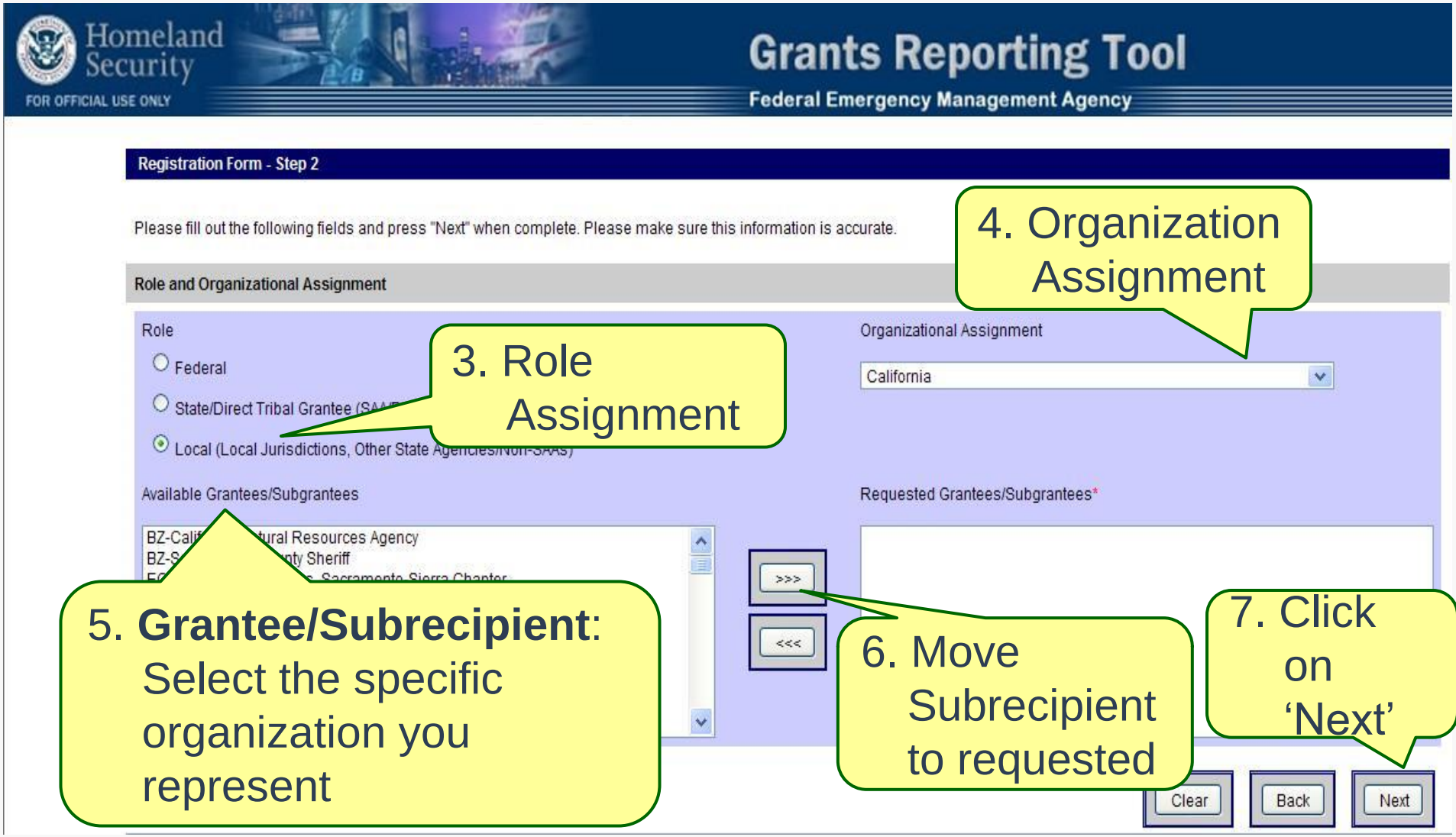
GRT Log-in
https://www.reporting.odp.dhs.gov



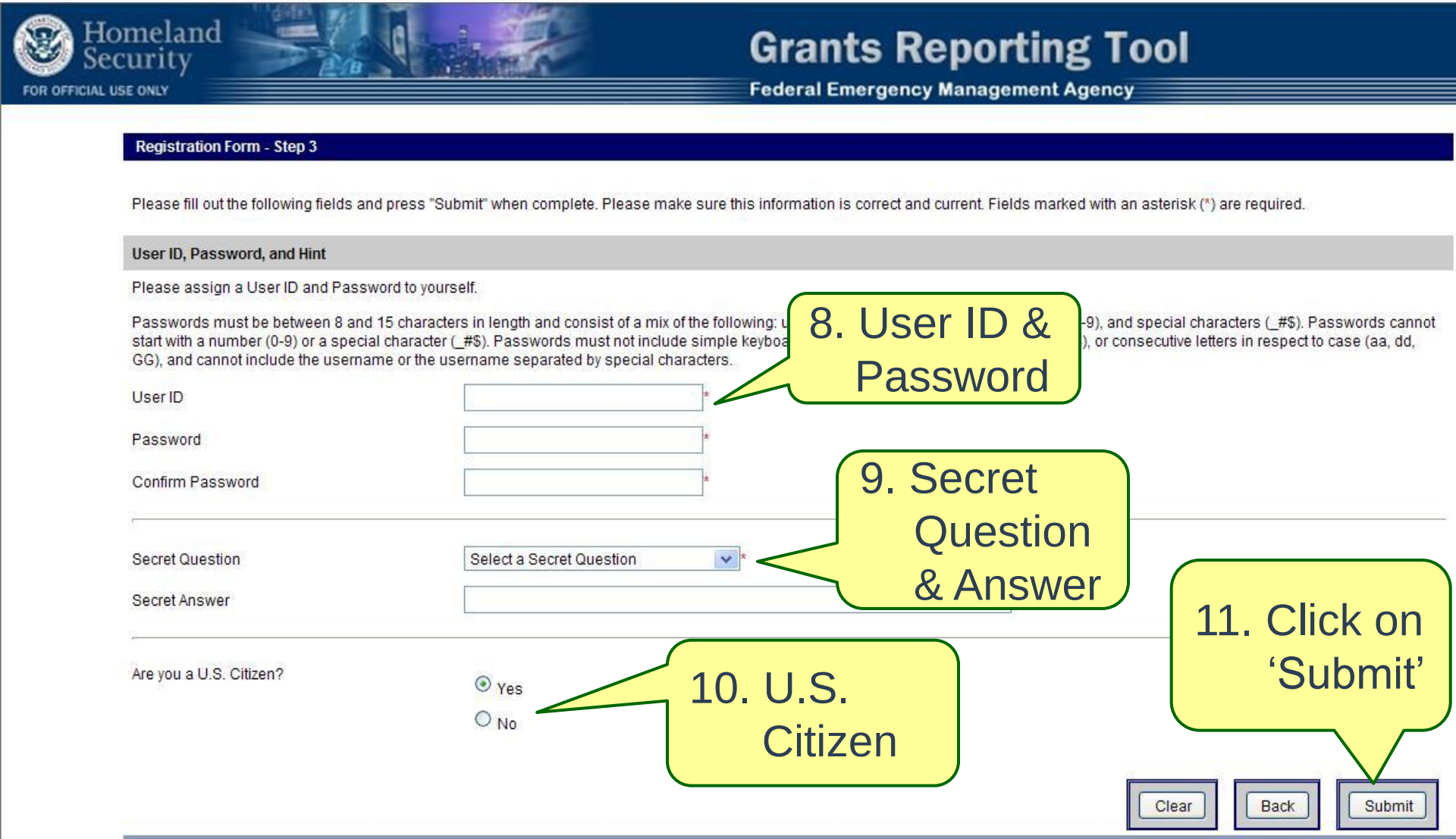
Registration Form – Step 1



Registration Form – Step 2



Registration Form – Step 3



8. User ID & Password

9. Secret Question & Answer

10. U.S. Citizen

11. Click on 'Submit'

Password Criteria

- 8 to 15 characters & contain at least one:
  - Uppercase letter (A-Z)
  - Lowercase letter (a-z)
  - Numeric character (0-9)
  - Special characters (#, $,_) only
- No character repeats, sequences, key patterns
- Cannot start with number or special character
- 3 failed log-in attempts in 24 hours locks account
- 45 days of inactivity locks out user
- Must change password every 90 days
- Password must be different from the last password

GRT Modules

1. **Welcome**
2. IJ Submission
3. Investment
4. **Funding**
5. **PSIC**
6. Approval
7. **Organization**
8. **Users**
9. Reporting
10. Strategy
11. **Logout**

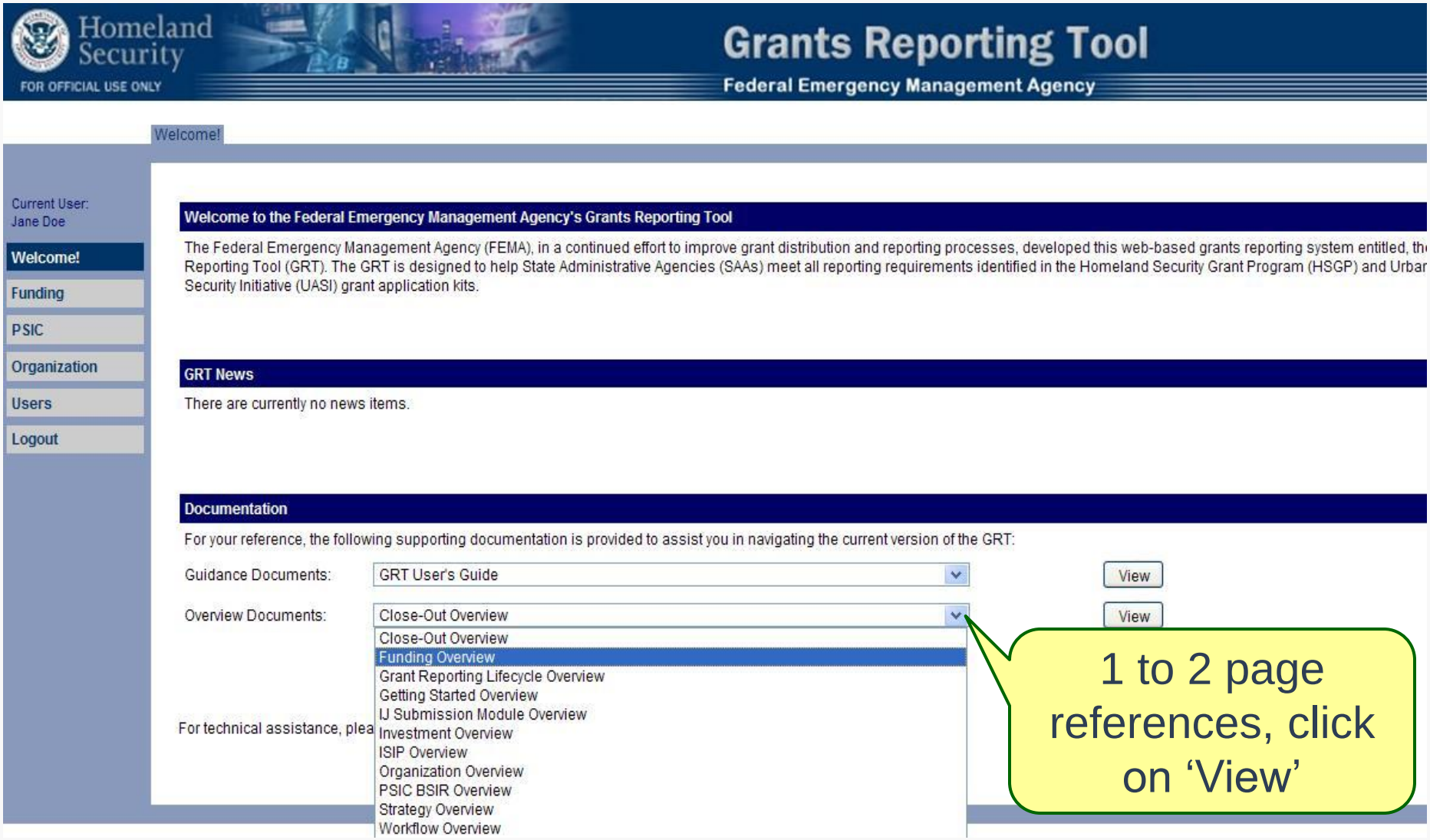
Subrecipient GRT Modules are in green

Not reporting for PSIC

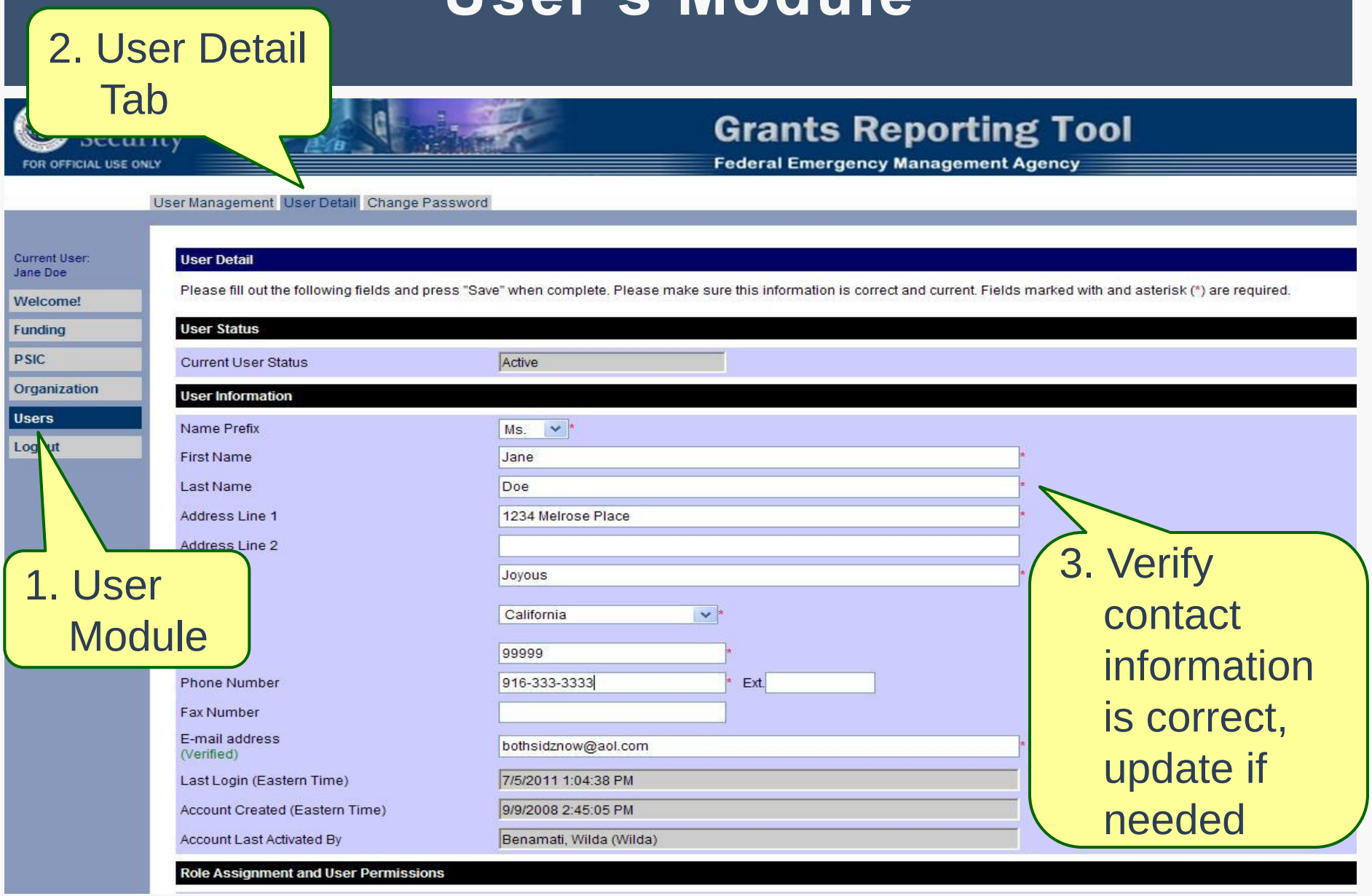
GRT Modules & Welcome Page

Welcome Page

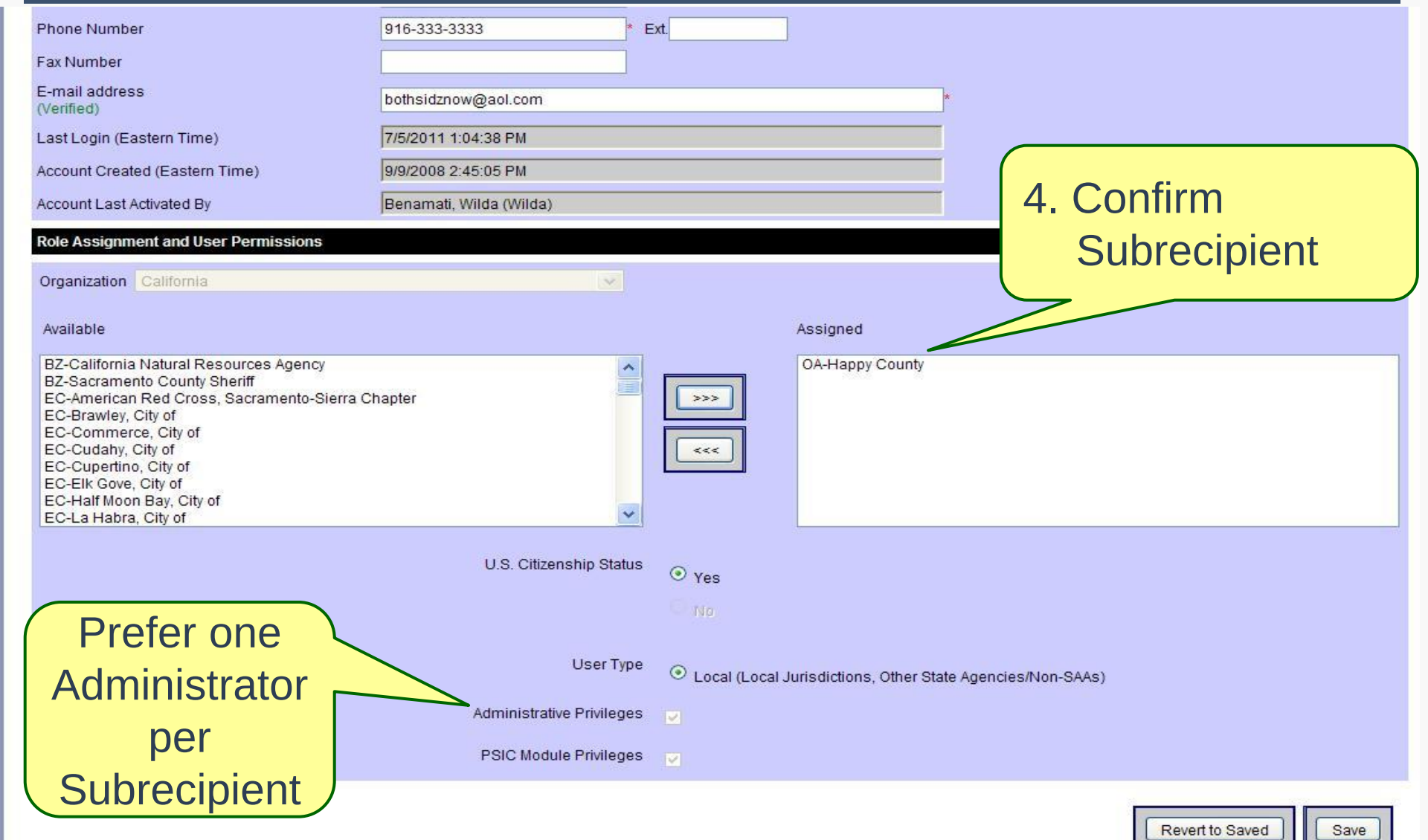
Welcome Page



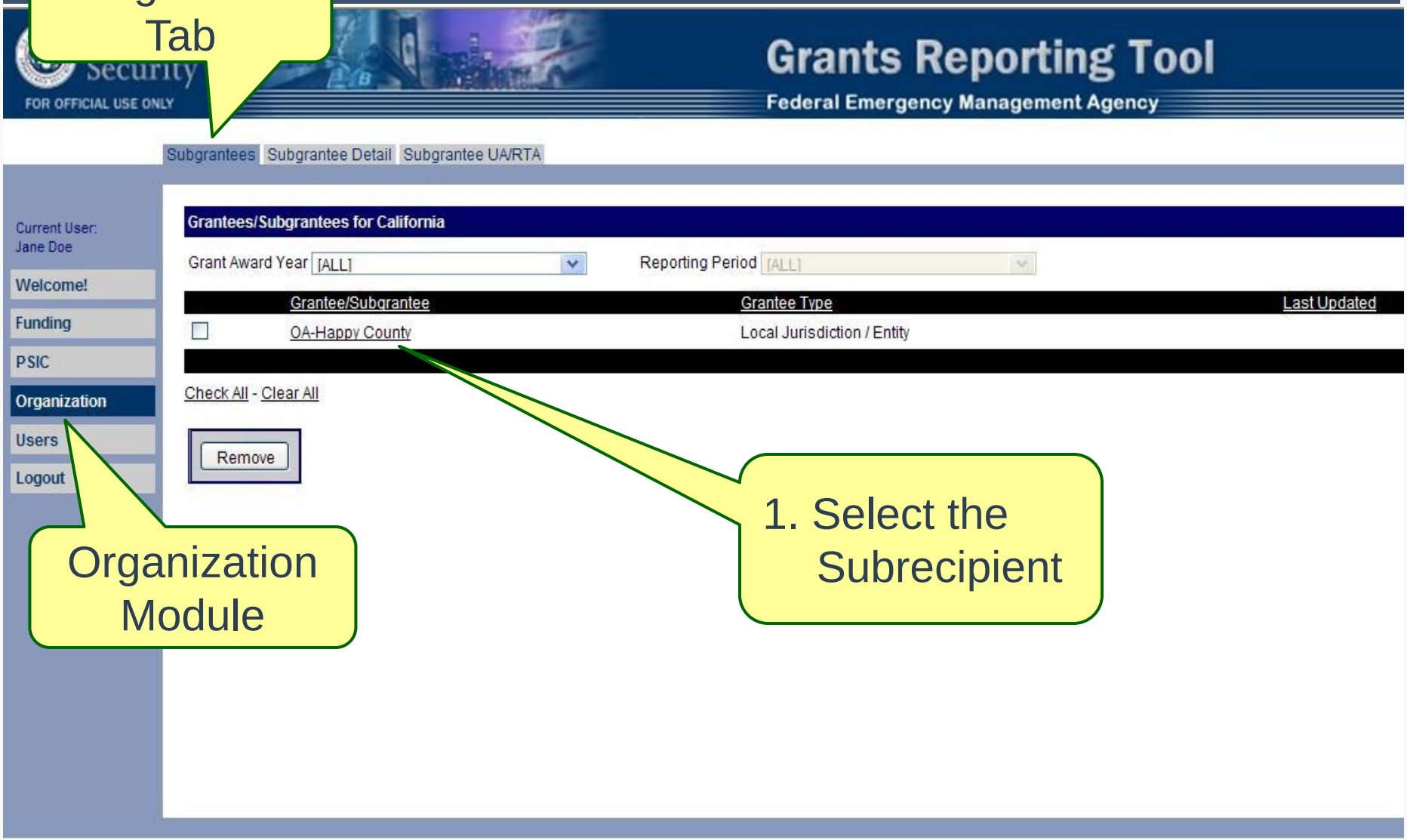
User's Module



User's Module



Organization Module



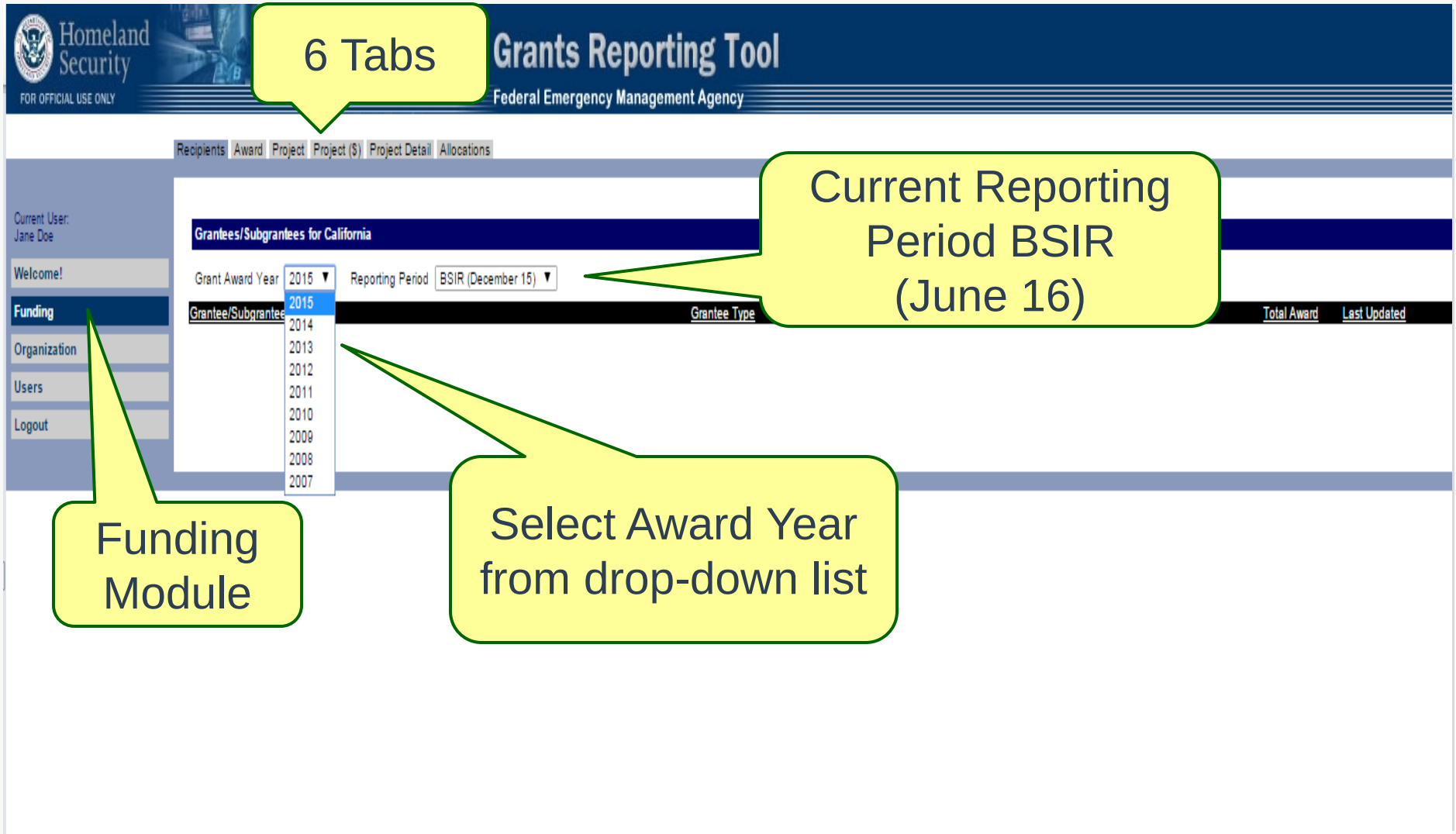
Organization Module

Subgrantee Detail Tab

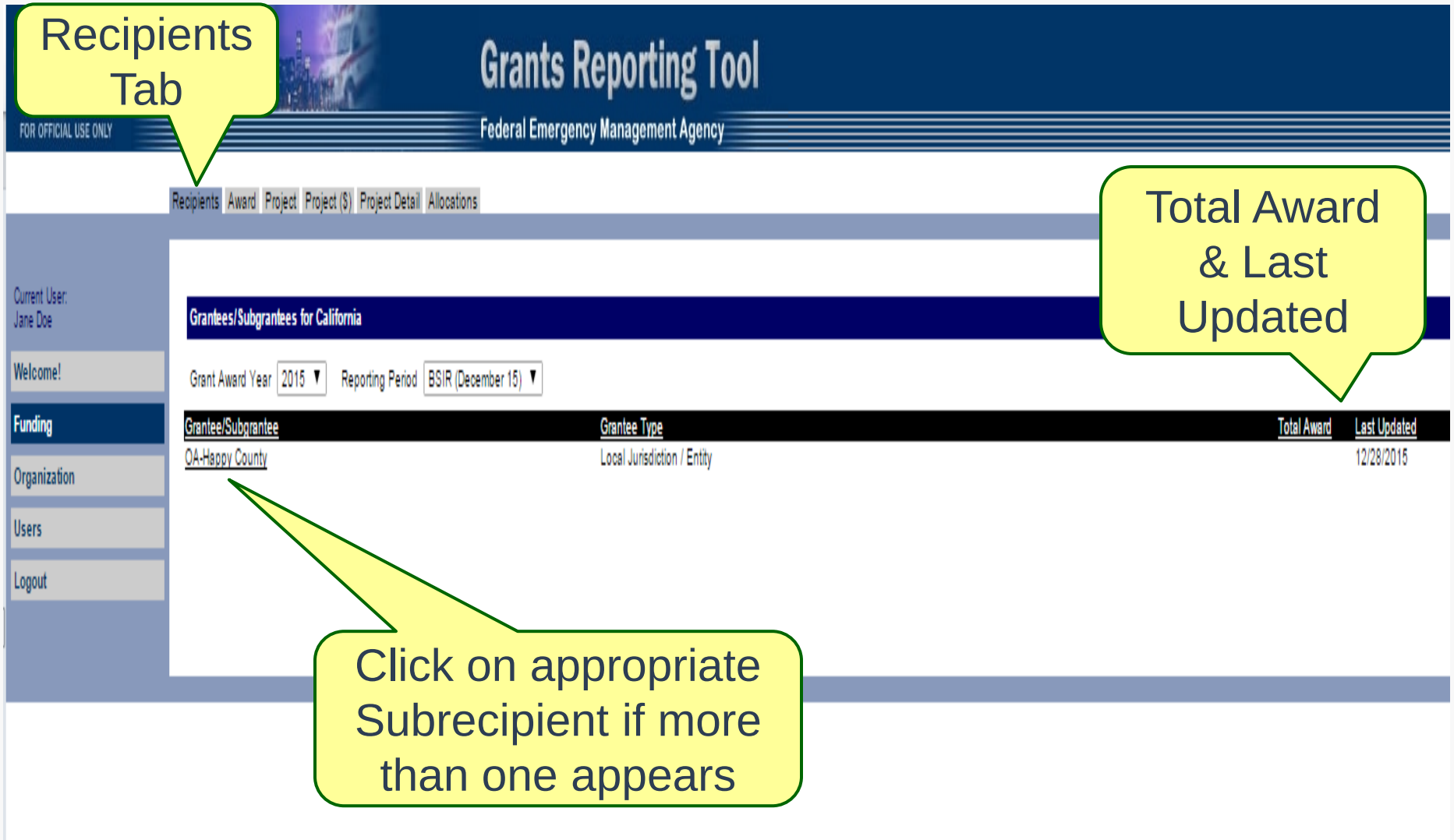
2. Verify organization contact information is correct, update if needed & save

Funding Module Creating or Updating Projects

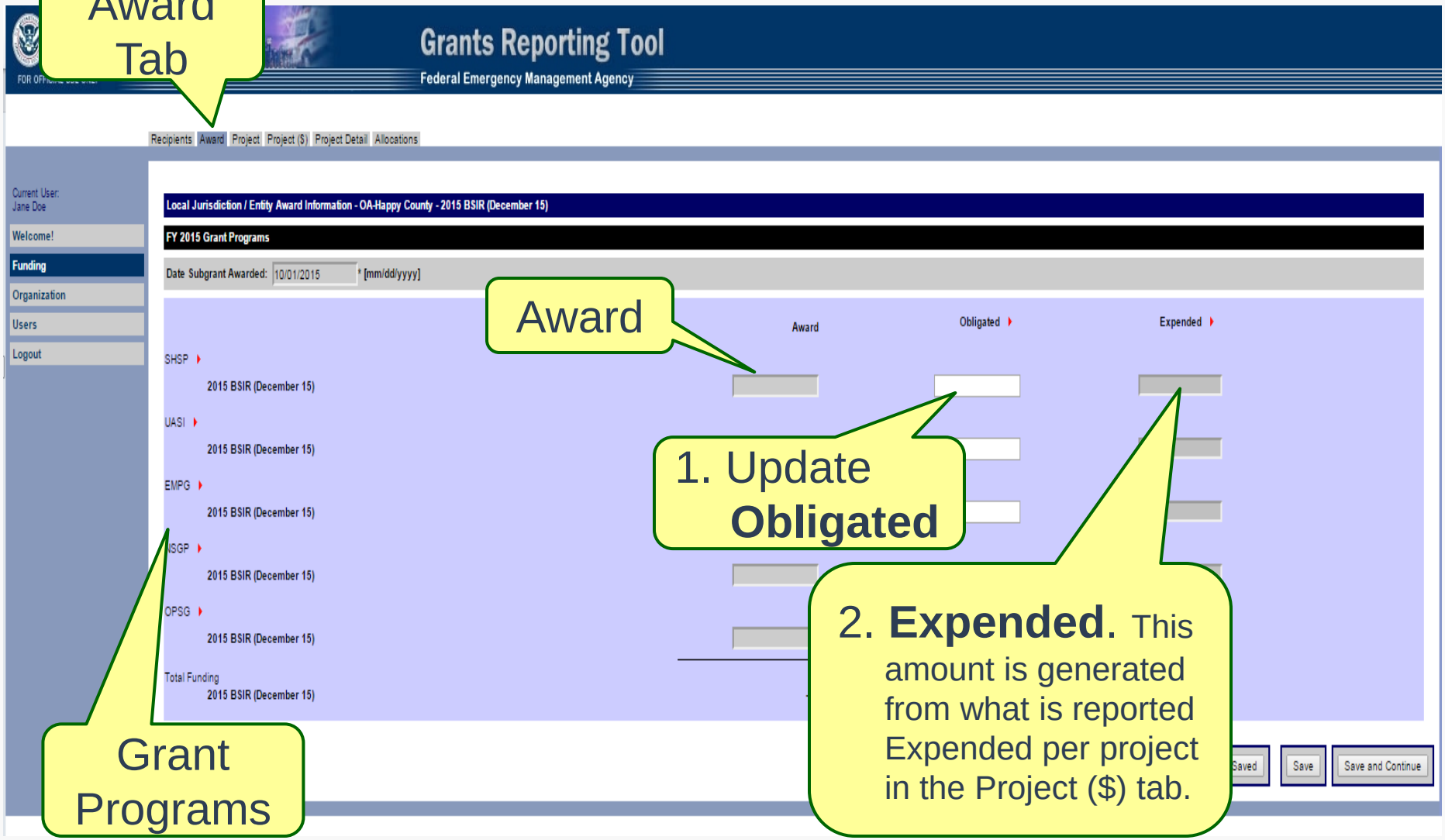
Funding Module, Recipients Tab



Funding Module, Recipients Tab



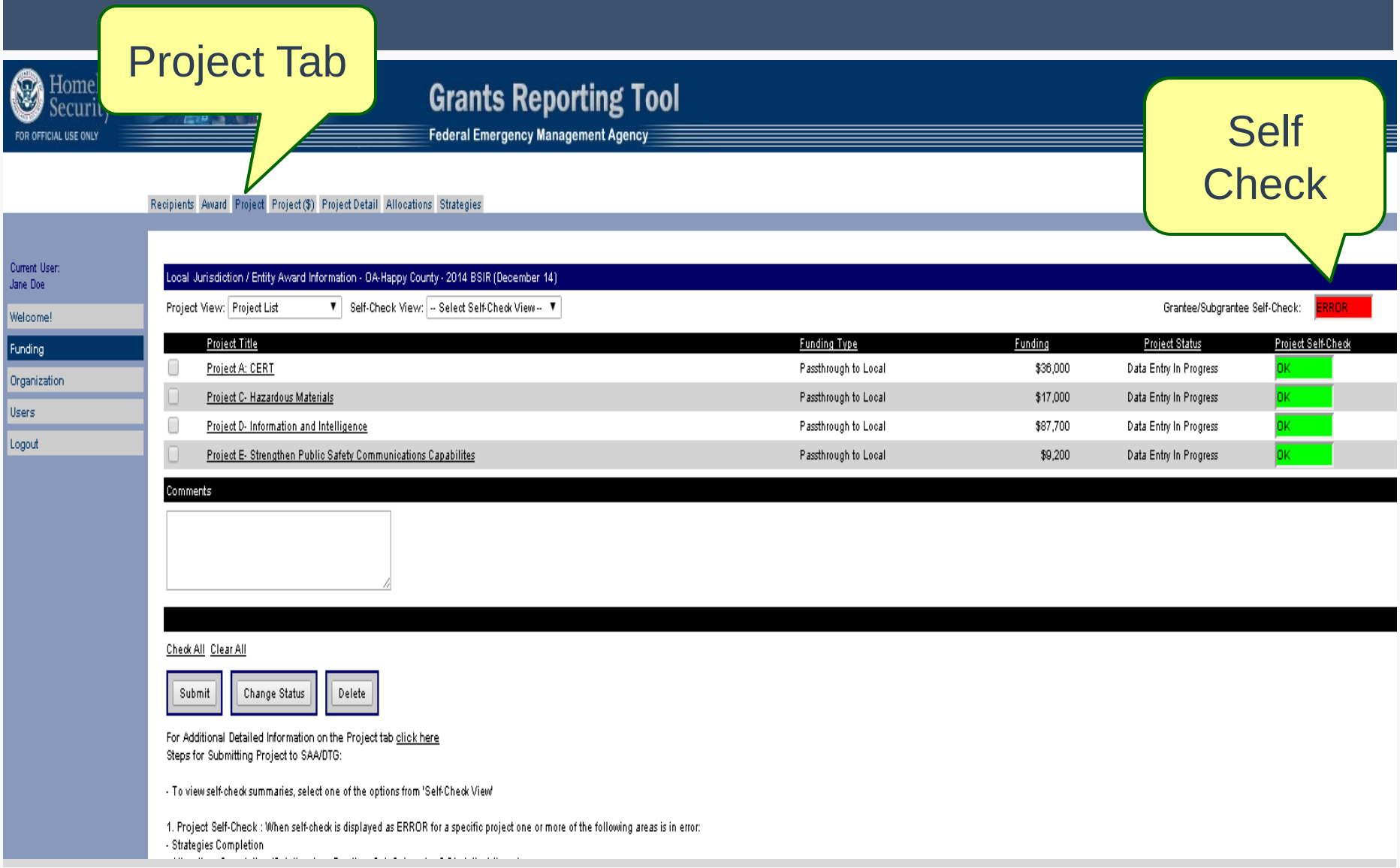
Funding Module, Award Tab



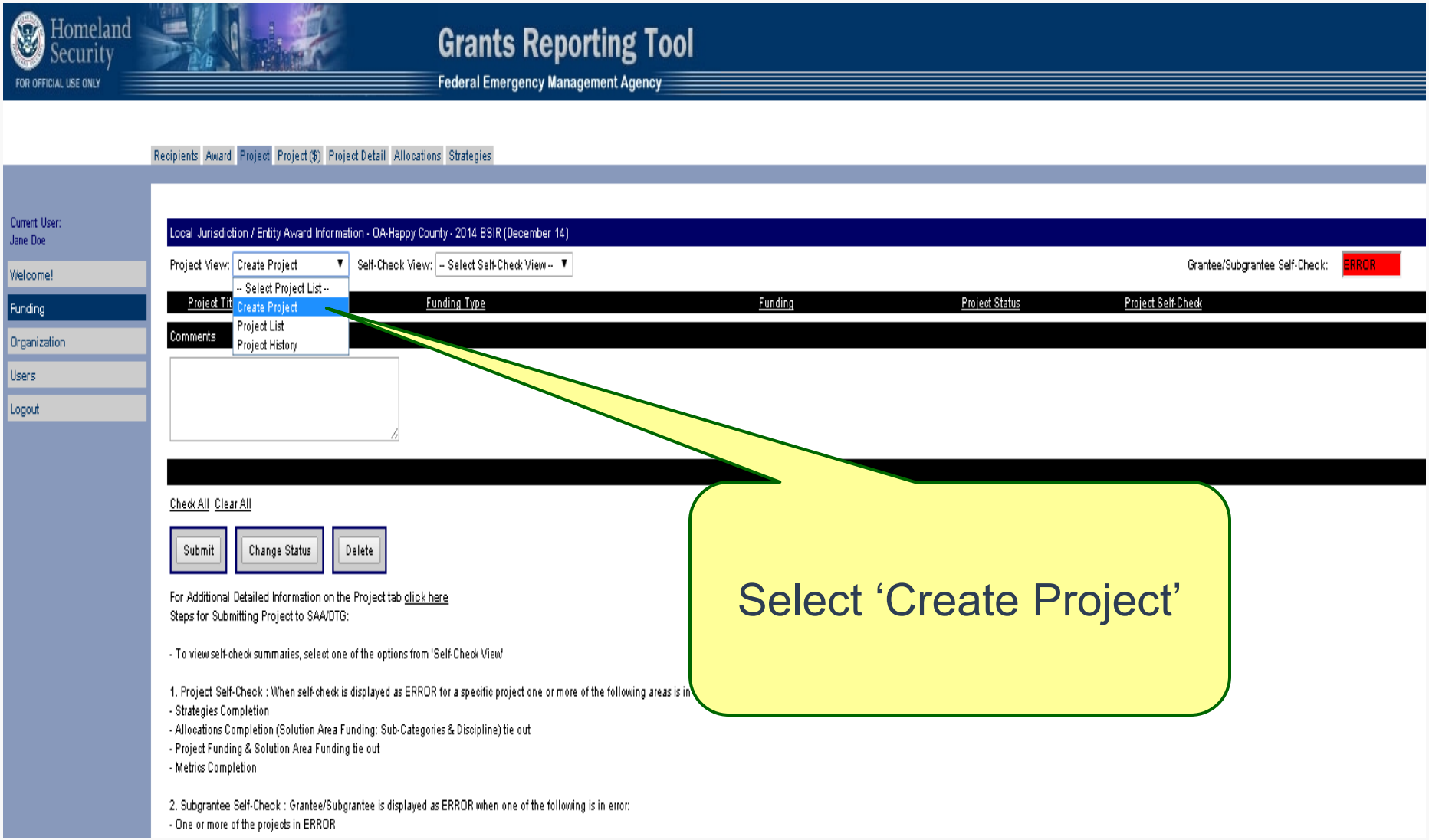
Award, Obligated, Expended

- **Awarded:** Total amount of the grant funding
- **Obligated:** Legally designated funds to be expended for a particular purchase or purpose.
- **Expended**: Disbursed funds to the suppliers or vendor to fulfill an obligation.
- Obligated + Expended cannot exceed Award
- At closeout: Obligated=0; Award=Expended

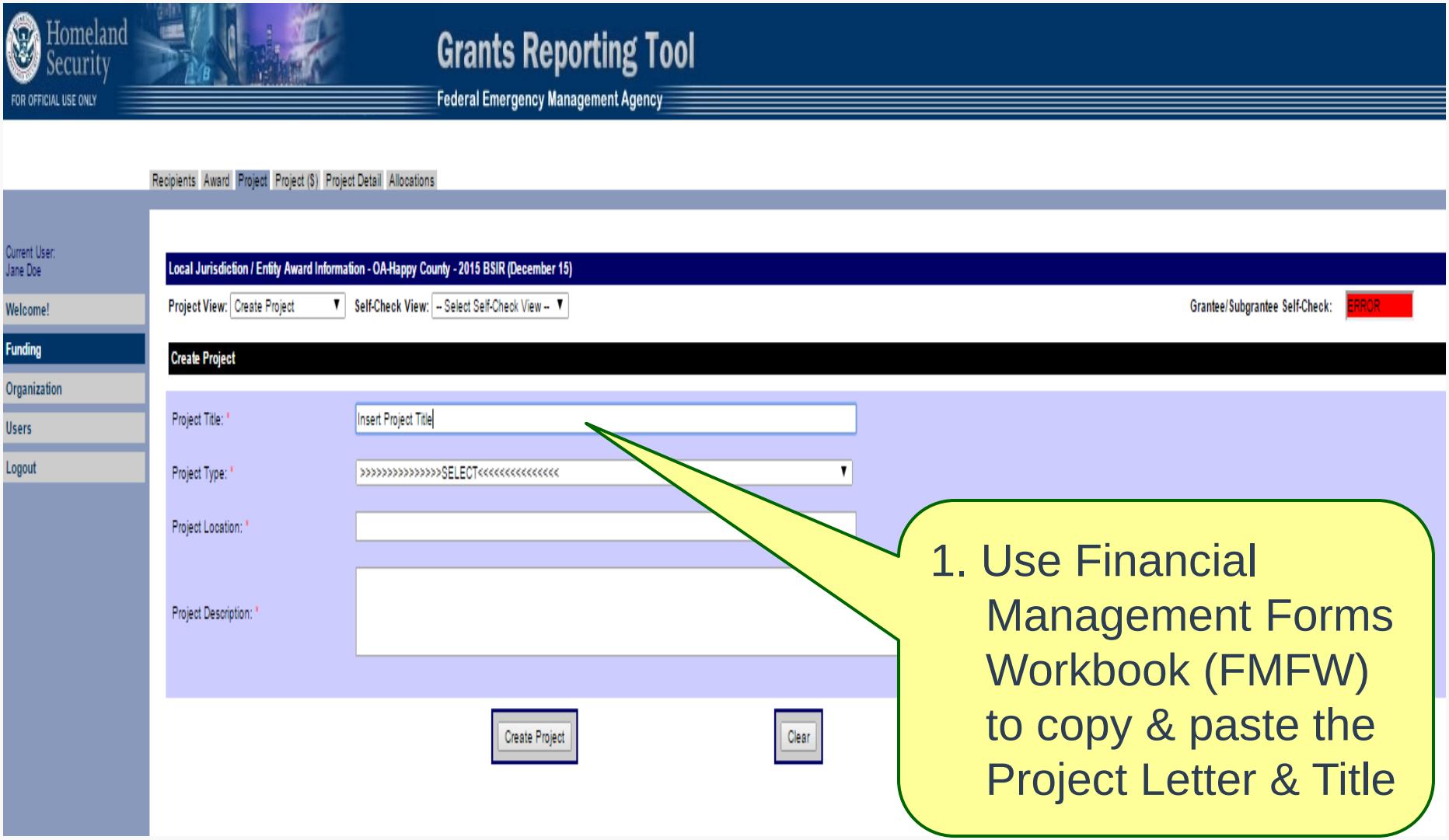
Funding Module, Project Tab



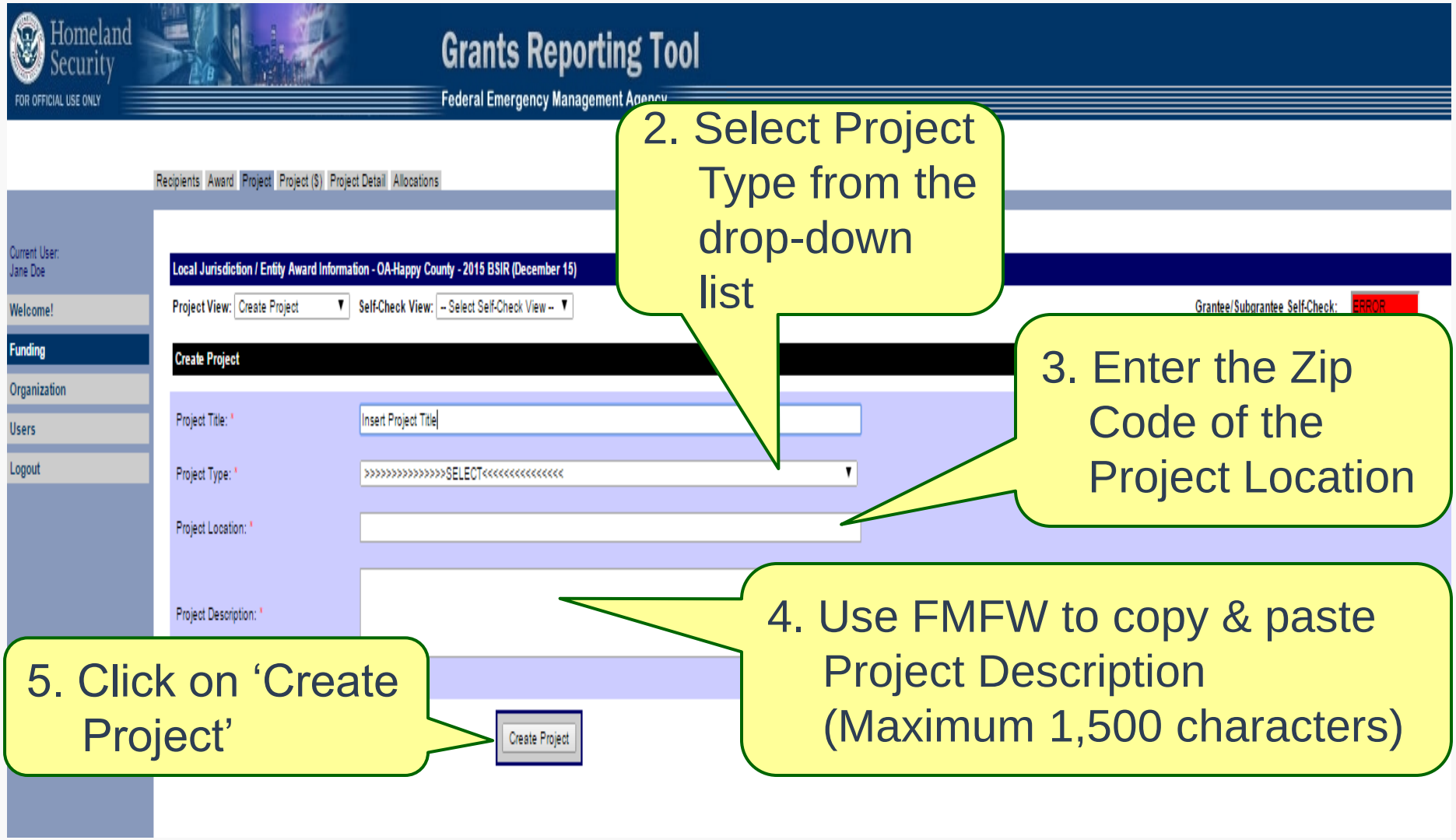
Funding Module, Create Project



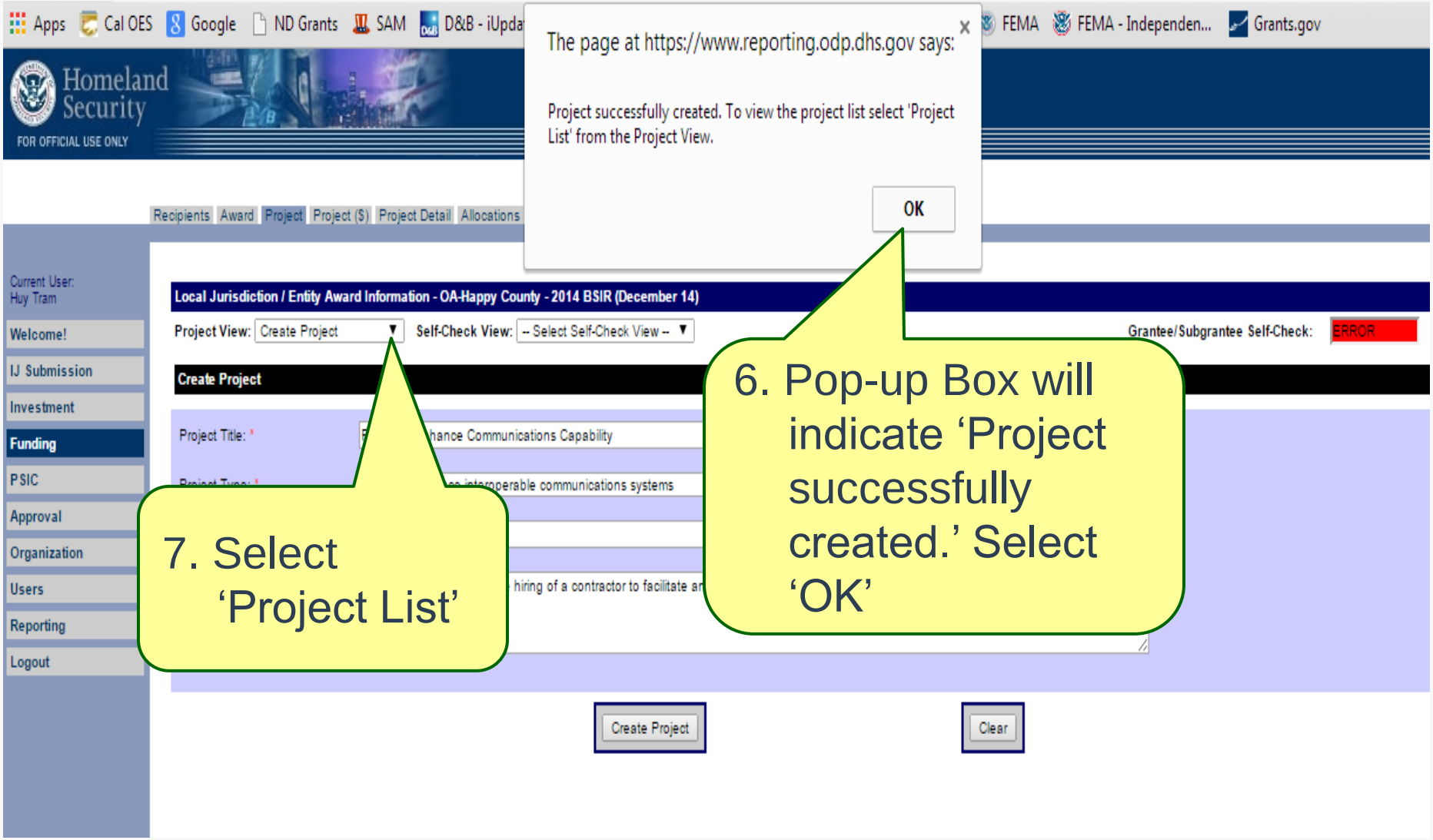
Funding Module, Creating Project



Funding Module, Creating Project



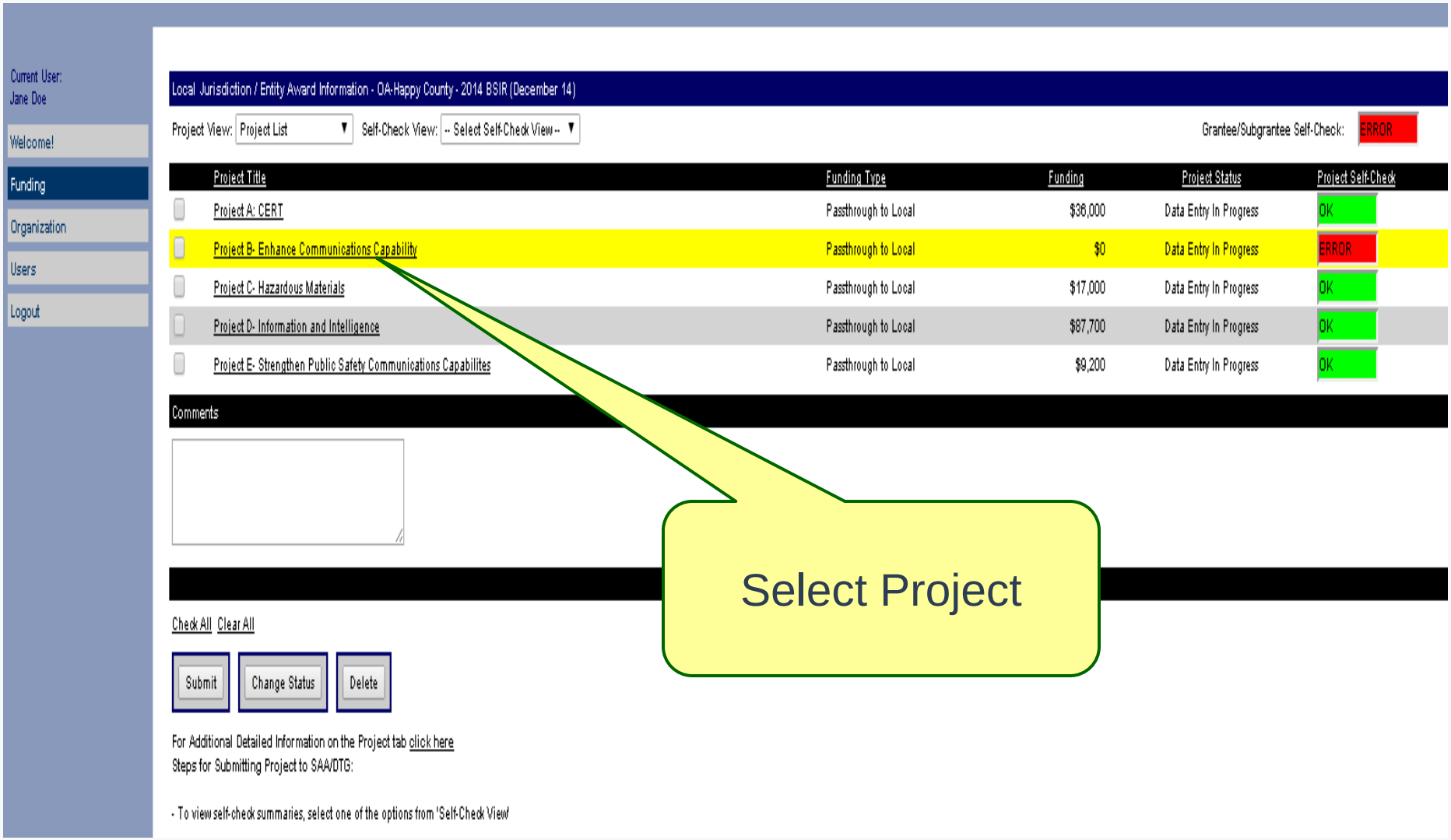
Funding Module, Creating Project



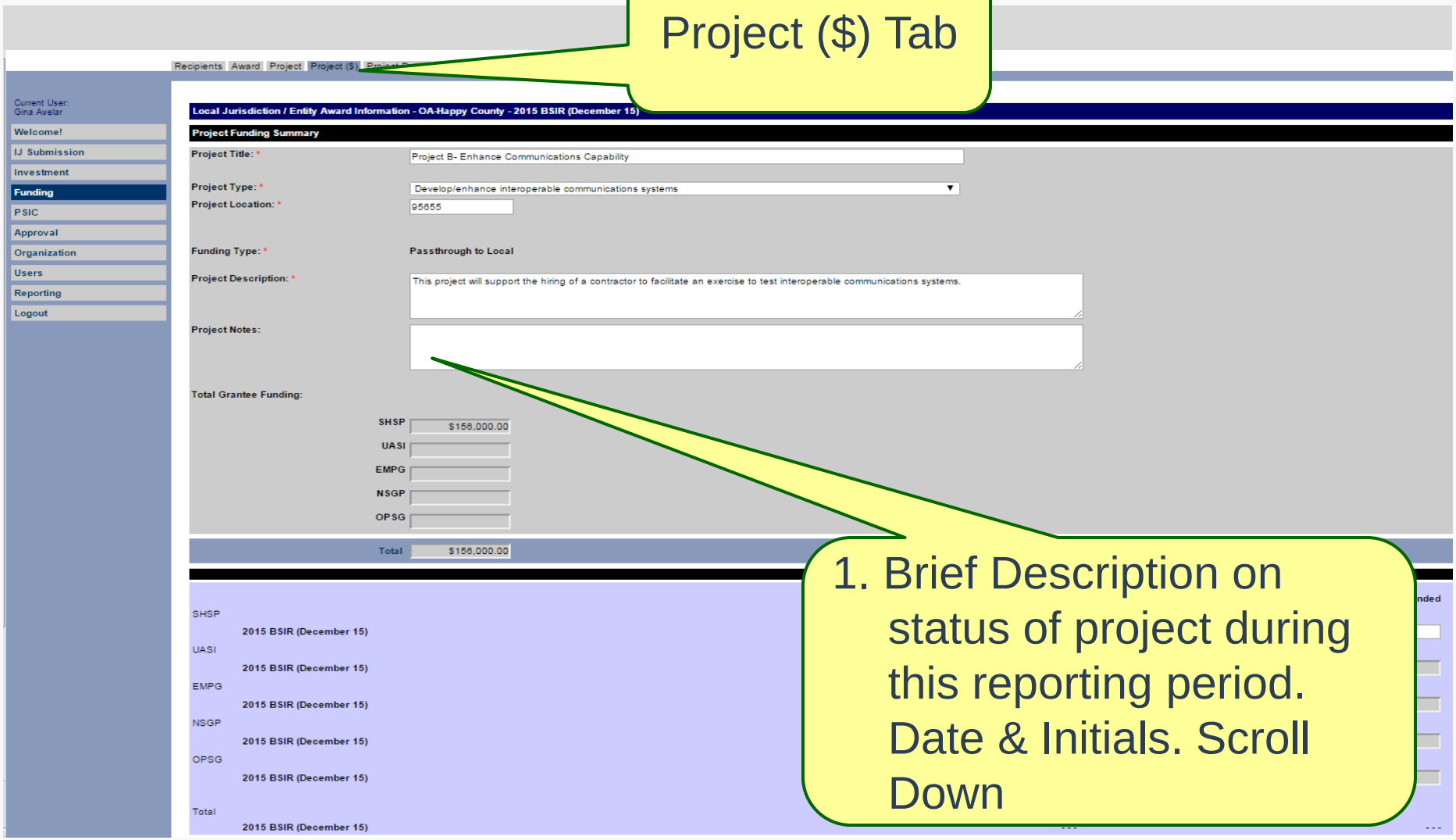
Funding Module, Project Tab

- Creating or updating a project enter the information from your Financial Management Forms Workbook (FMFW).
- Update ***Any approved modifications*** in the FMFW for the current BSIR reporting period (June 2016).
- SAA will adjust award amounts for reporting period due to increase of funding or disencumber of funds.
- Save frequently: 20 minute GRT time out.

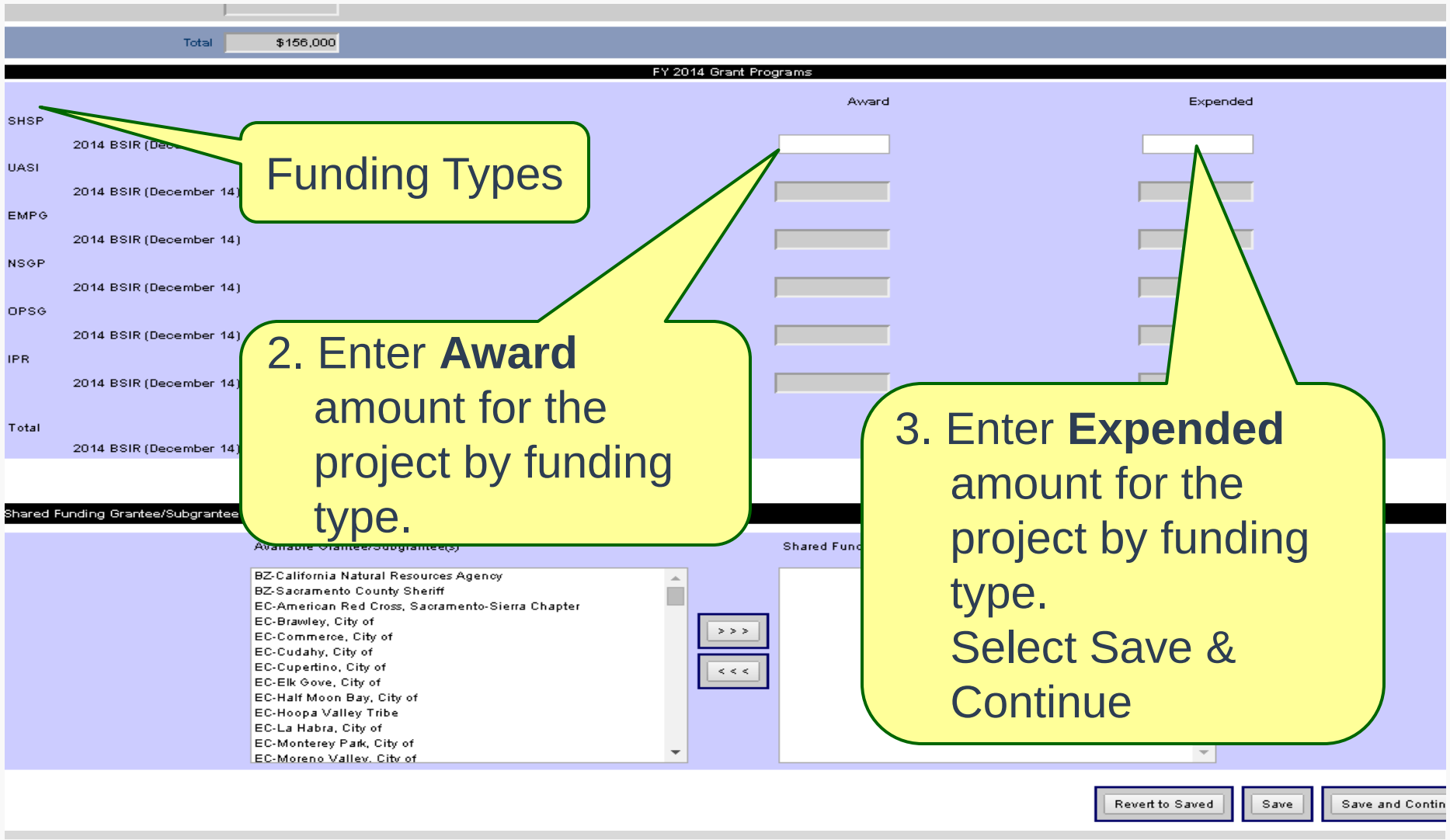
Funding Module, Project Tab



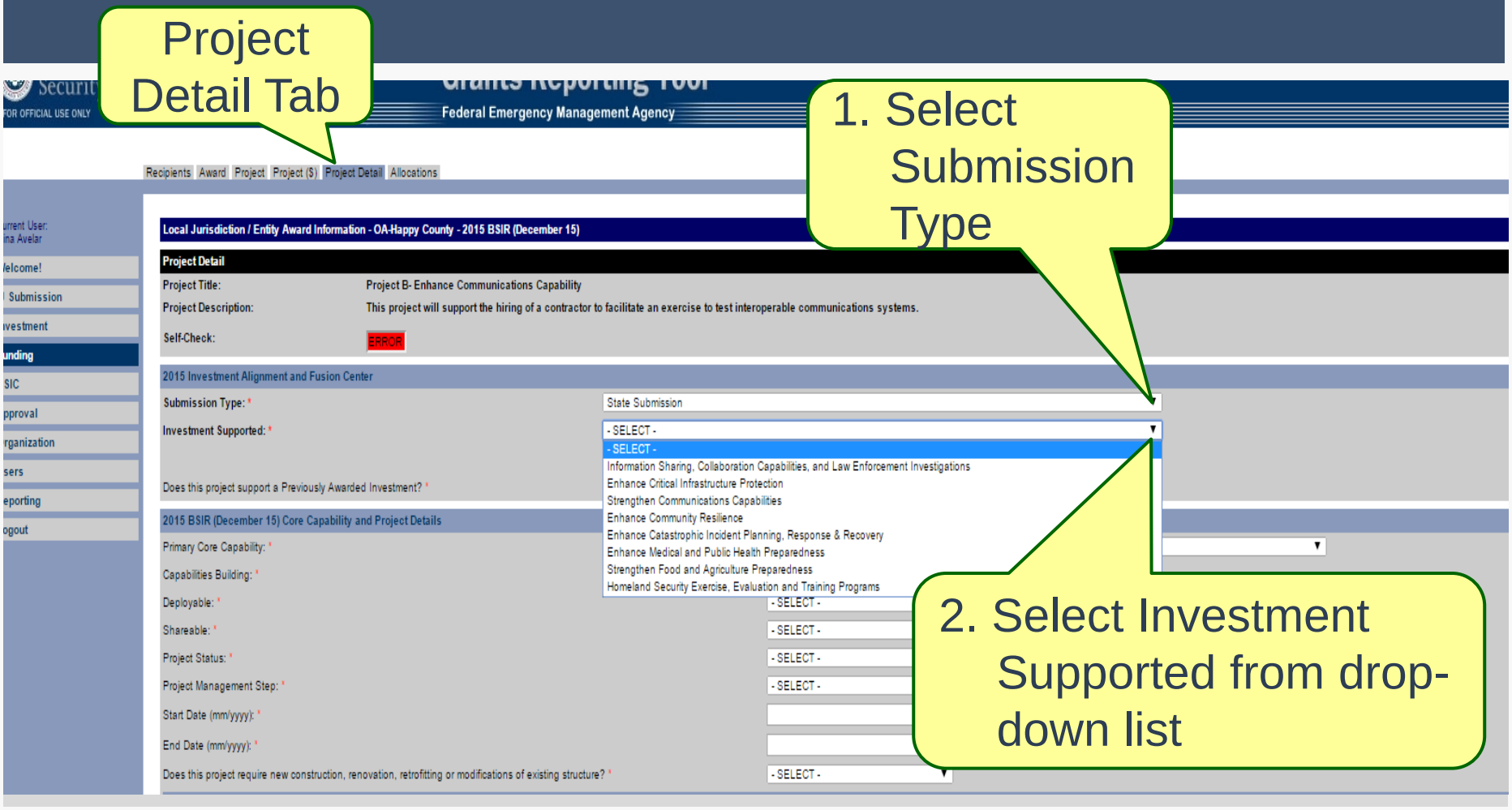
Funding Module, Project ($) Tab



Funding Module, Project ($) Tab

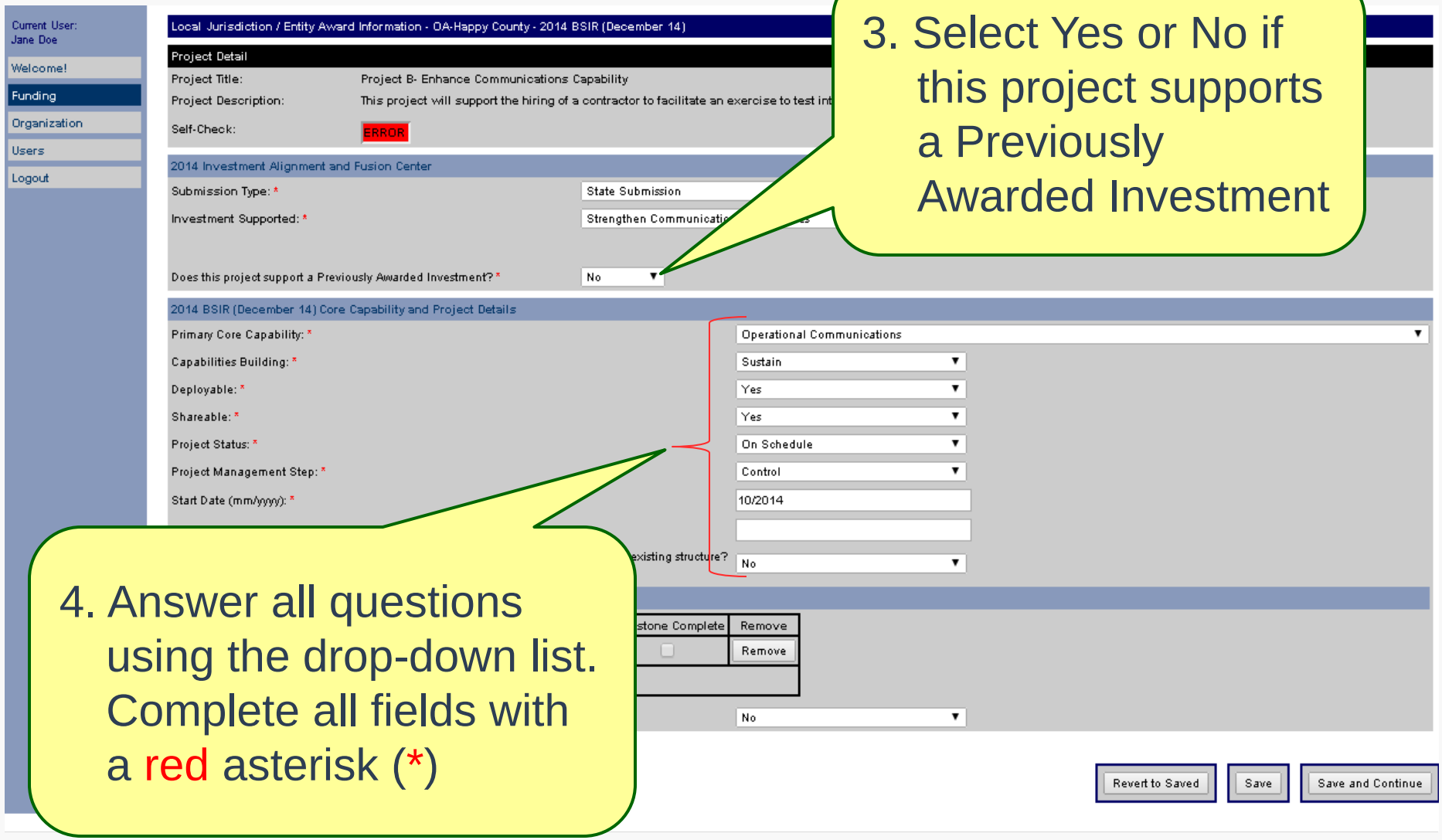


Funding Module, Project Detail Tab



***Note: IJ- Information Sharing, Collaboration Capabilities and Law enforcement Investigations is for Fusion Center Projects Only**

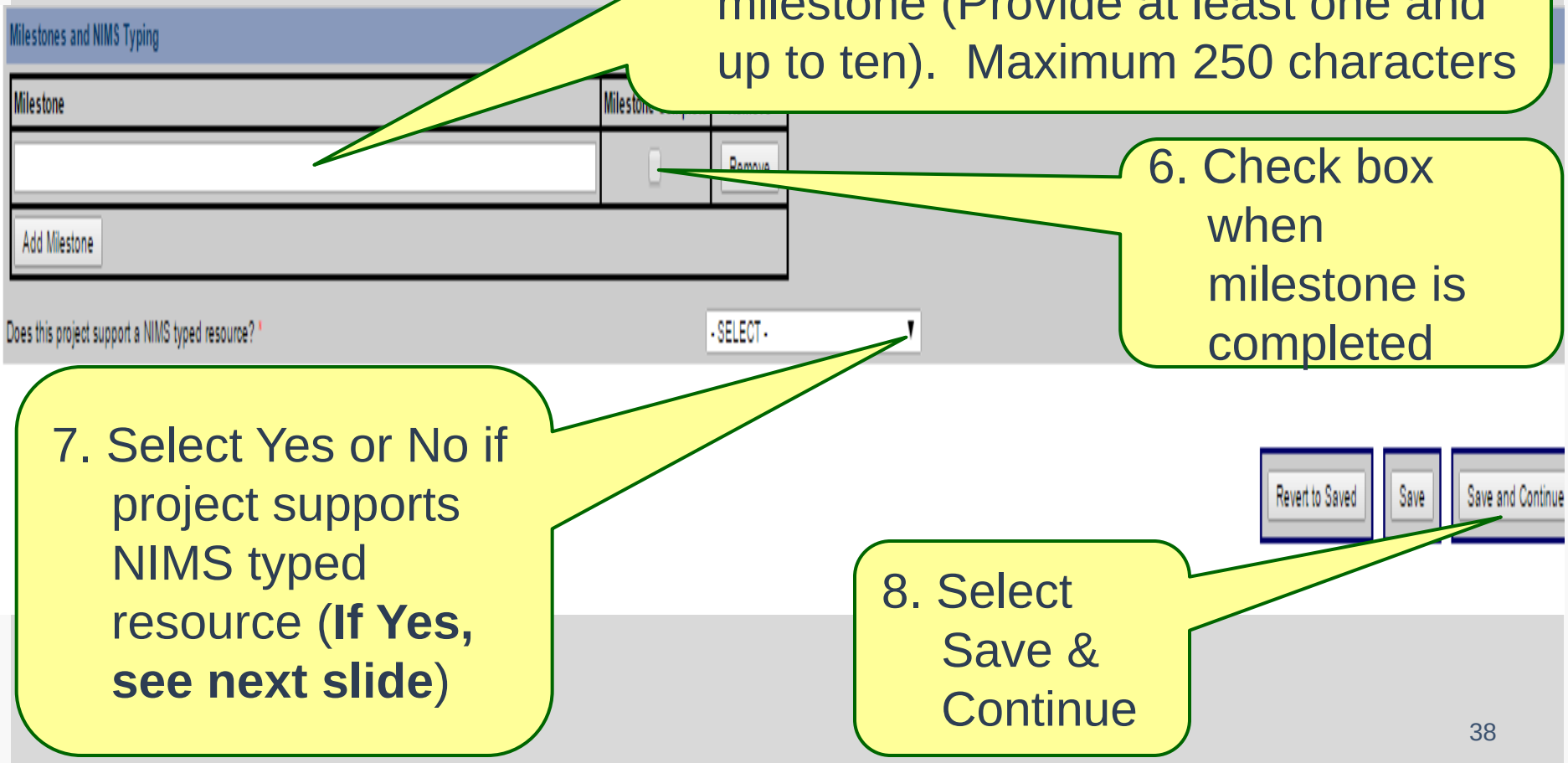
Funding Module, Project Detail Tab



3. Select Yes or No if this project supports a Previously Awarded Investment

4. Answer all questions using the drop-down list. Complete all fields with a red asterisk (*)

Funding Module, Project Detail Tab



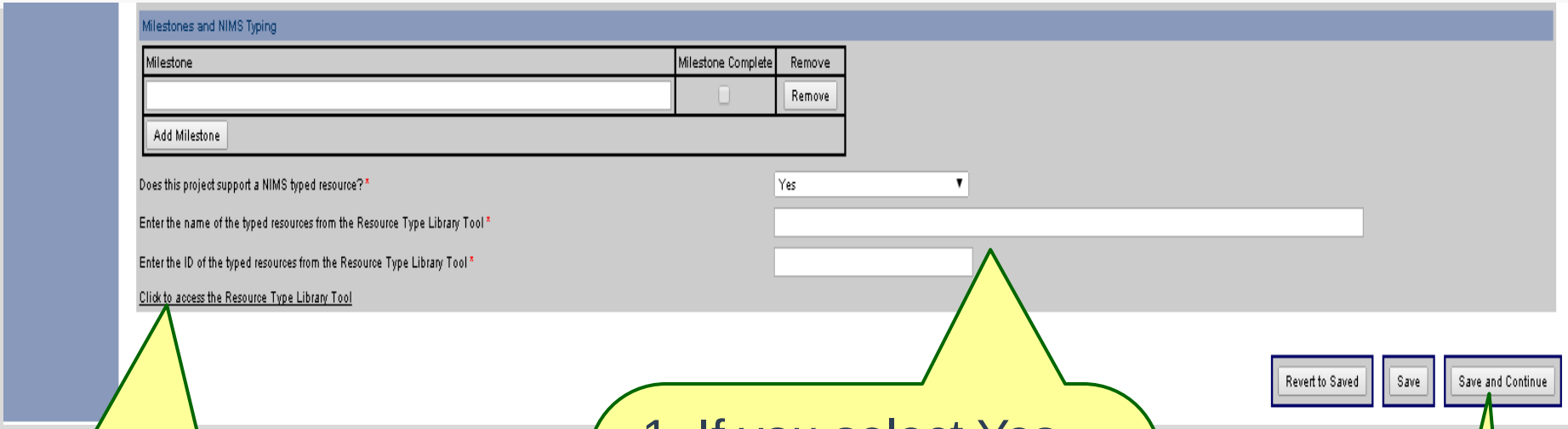
5. Provide a narrative description of activities to occur within each milestone (Provide at least one and up to ten). Maximum 250 characters

6. Check box when milestone is completed

7. Select Yes or No if project supports NIMS typed resource (**If Yes, see next slide**)

8. Select Save & Continue

Funding Module, Project Detail Tab



2. Click this link or copy and paste link address to access the Resource Library Tool

1. If you select Yes this project supports NIMS typed resource, you need to enter Name and ID of the typed resource

3. Select Save & Continue

Example of SUFFICIENT information in Description and Milestones:

- Project Title: City of Simplia: CBRNE (SHSP)

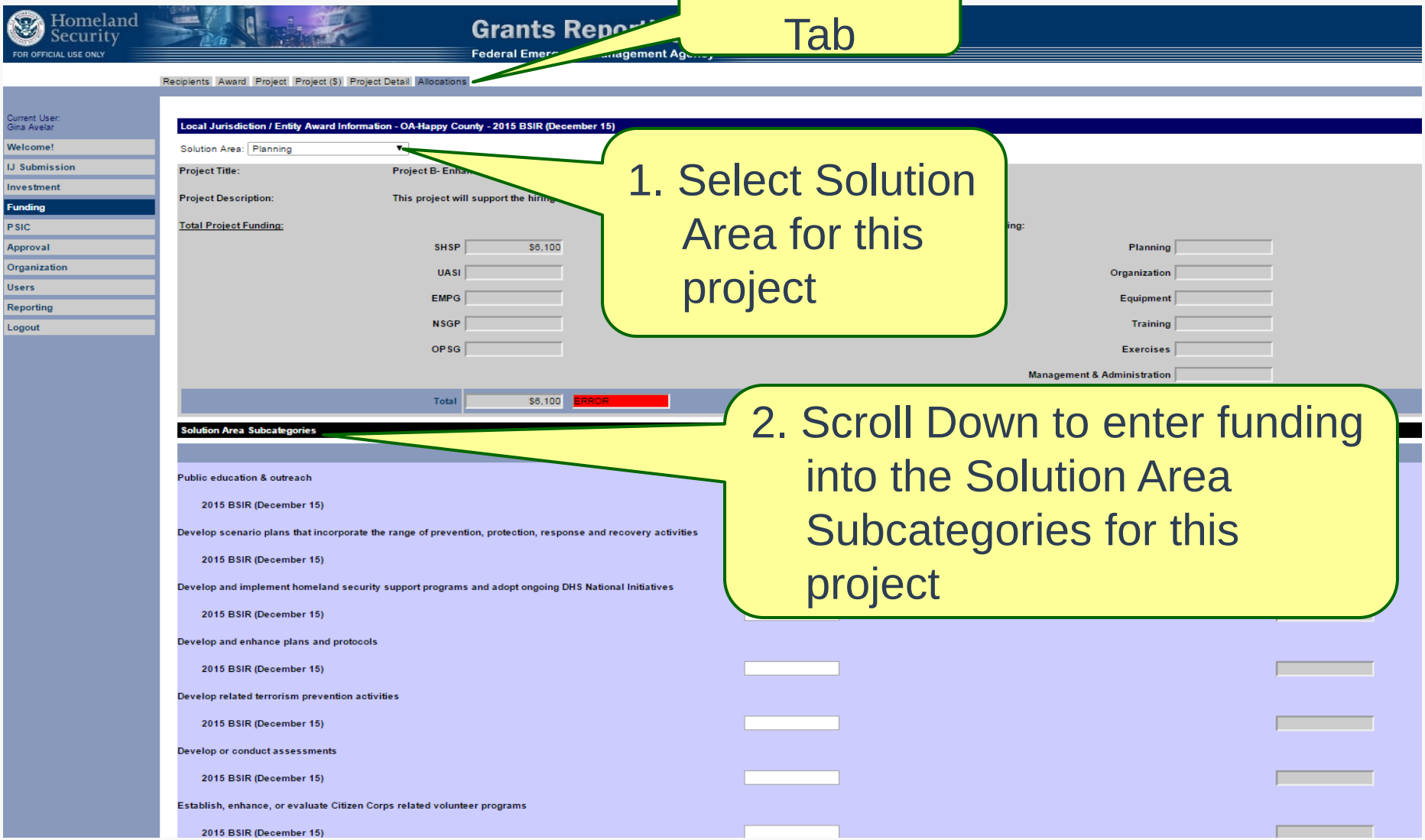
- Project Description: The City of Simplia Police Department will use funding for CBRNE training and equipment to outfit each member of its specialized tactical teams with Tactical Response and Training Hoods, as well as provide related training.

- Milestones:
  1) Equipment: Identify equipment needs; purchase equipment; train personnel and deploy equipment; and maintain equipment by January 31, 2016
  2) Training: Identify training needs; develop training; deliver training; and evaluate training by February 28, 2016

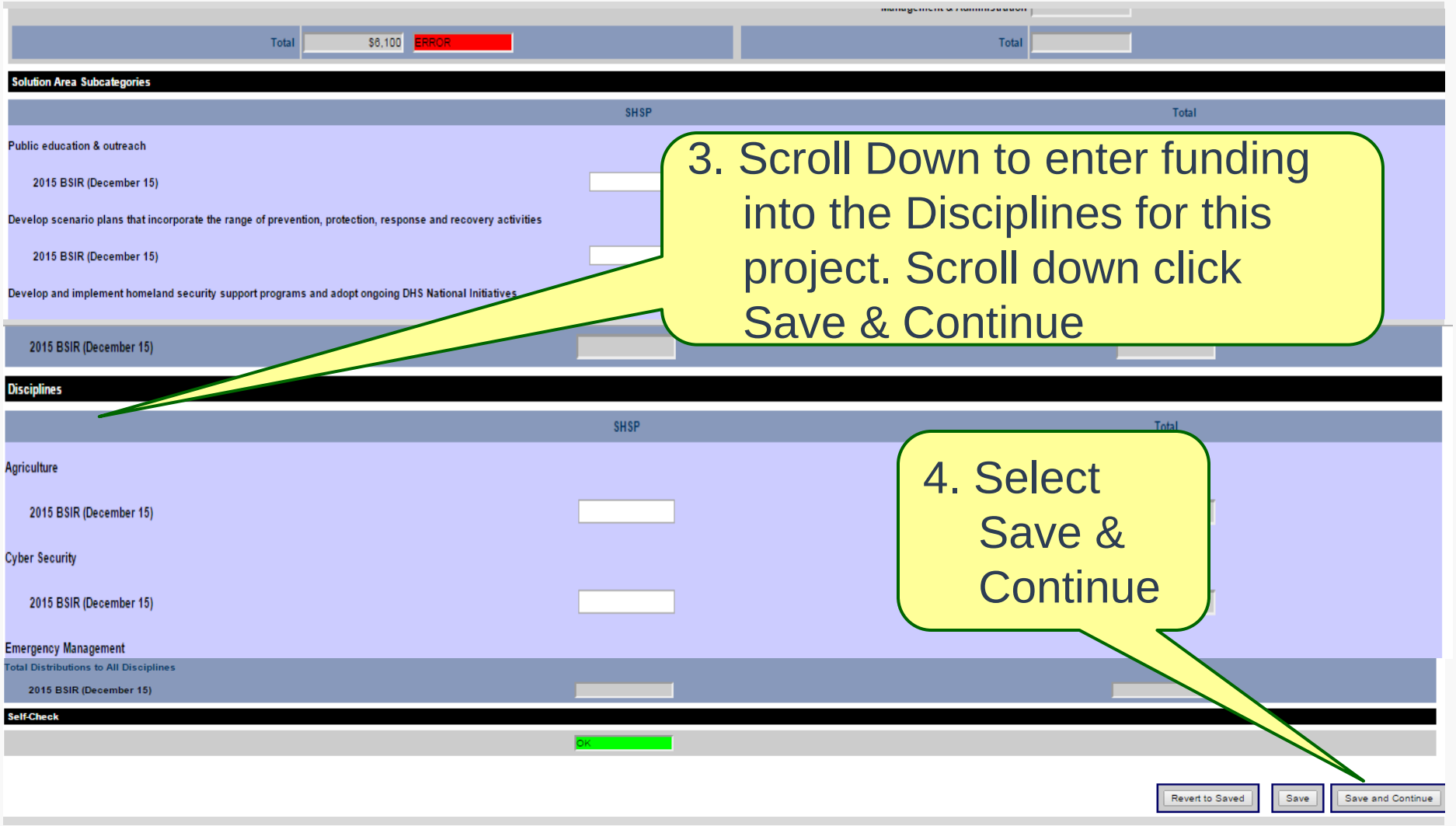
Example of INSUFFICIENT information in Description and Milestones:

- Project Title: LE Teams
- Project Description: Statewide State LE Team
- Milestones:
  1) Increase response capability statewide

Funding Module, Allocations Tab



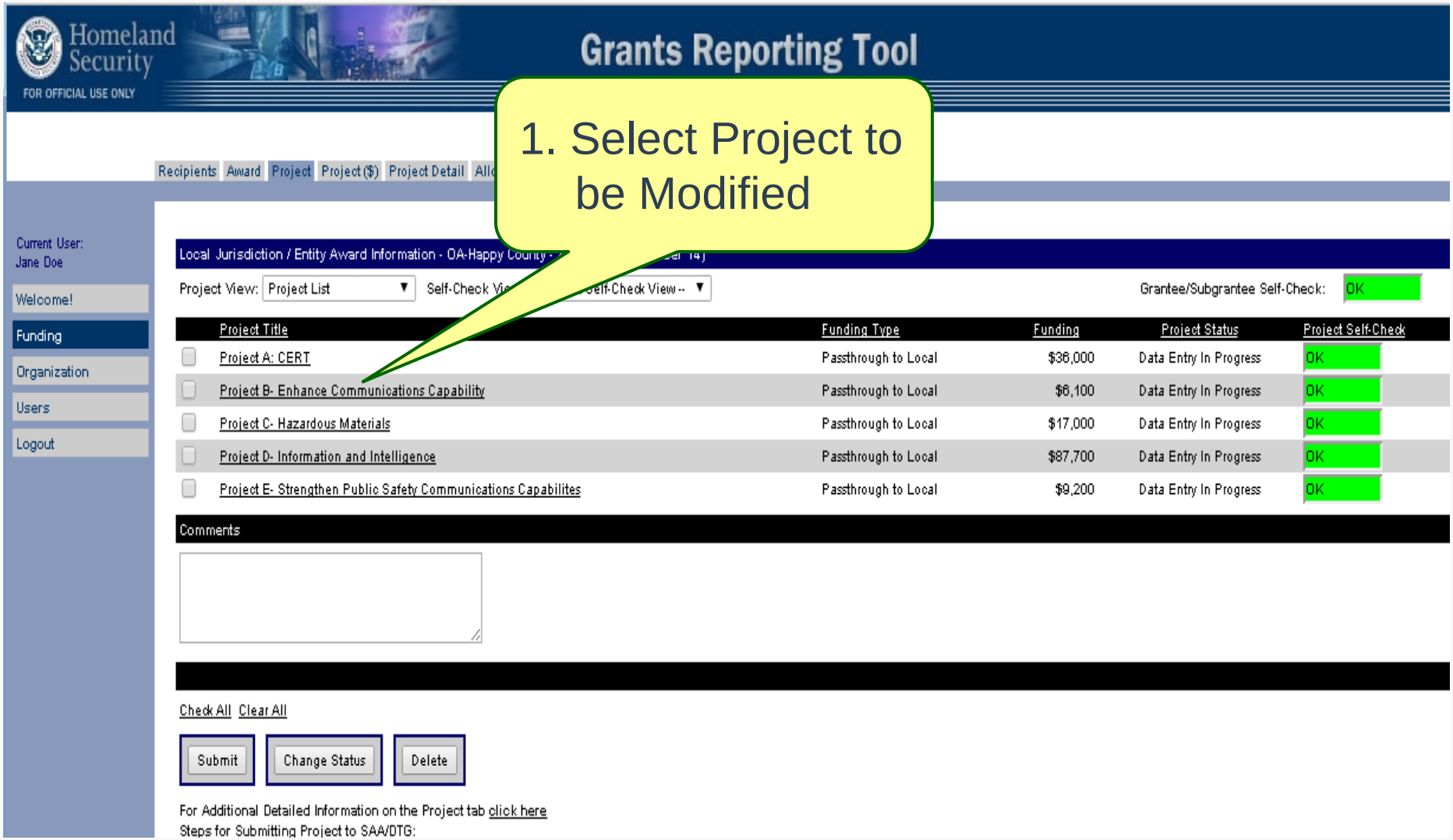
Funding Module, Allocations Tab



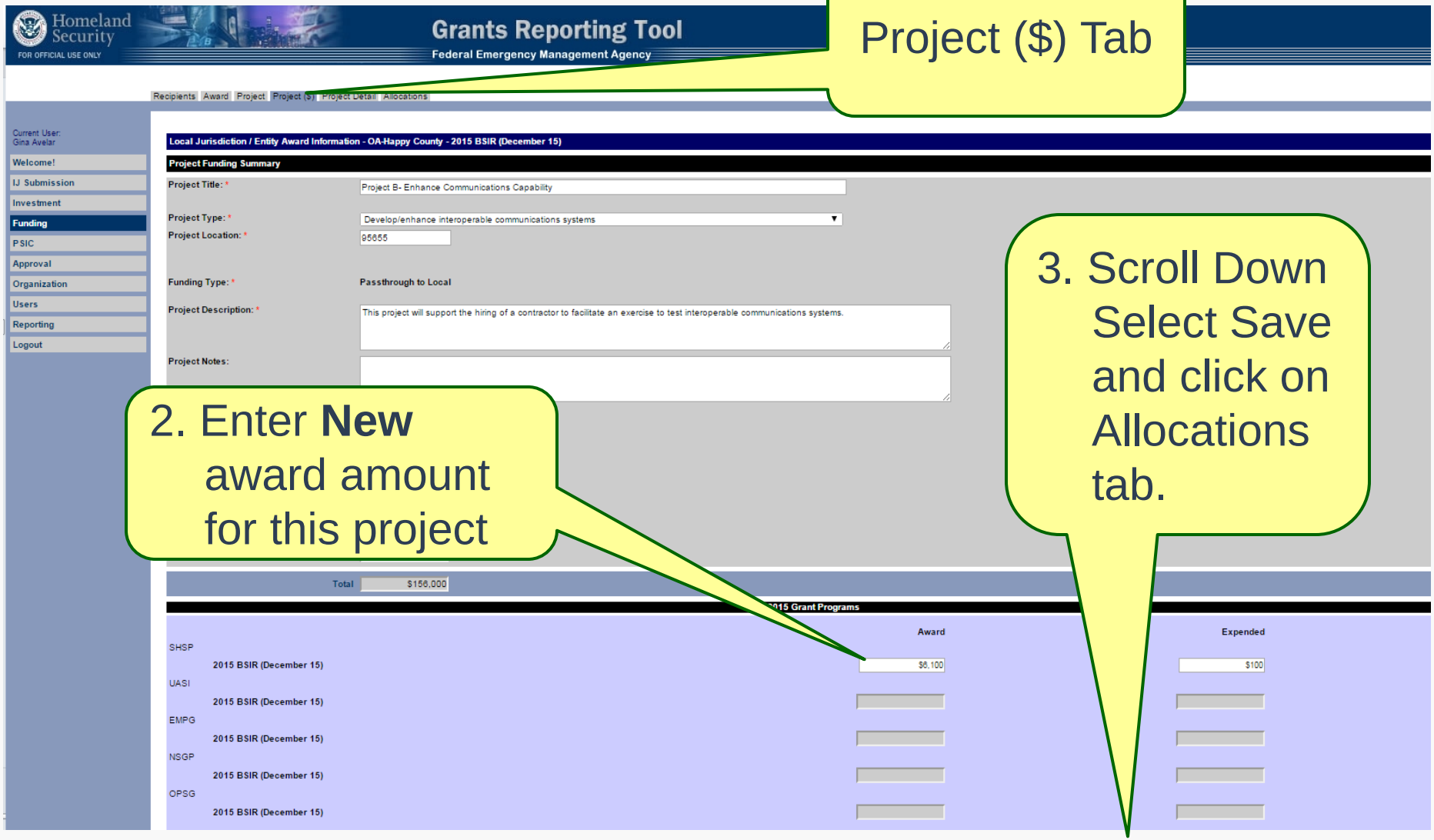
3. Scroll Down to enter funding into the Disciplines for this project. Scroll down click Save & Continue

4. Select Save & Continue

Funding Module, Modifying Project



Funding Module, Modifying Project

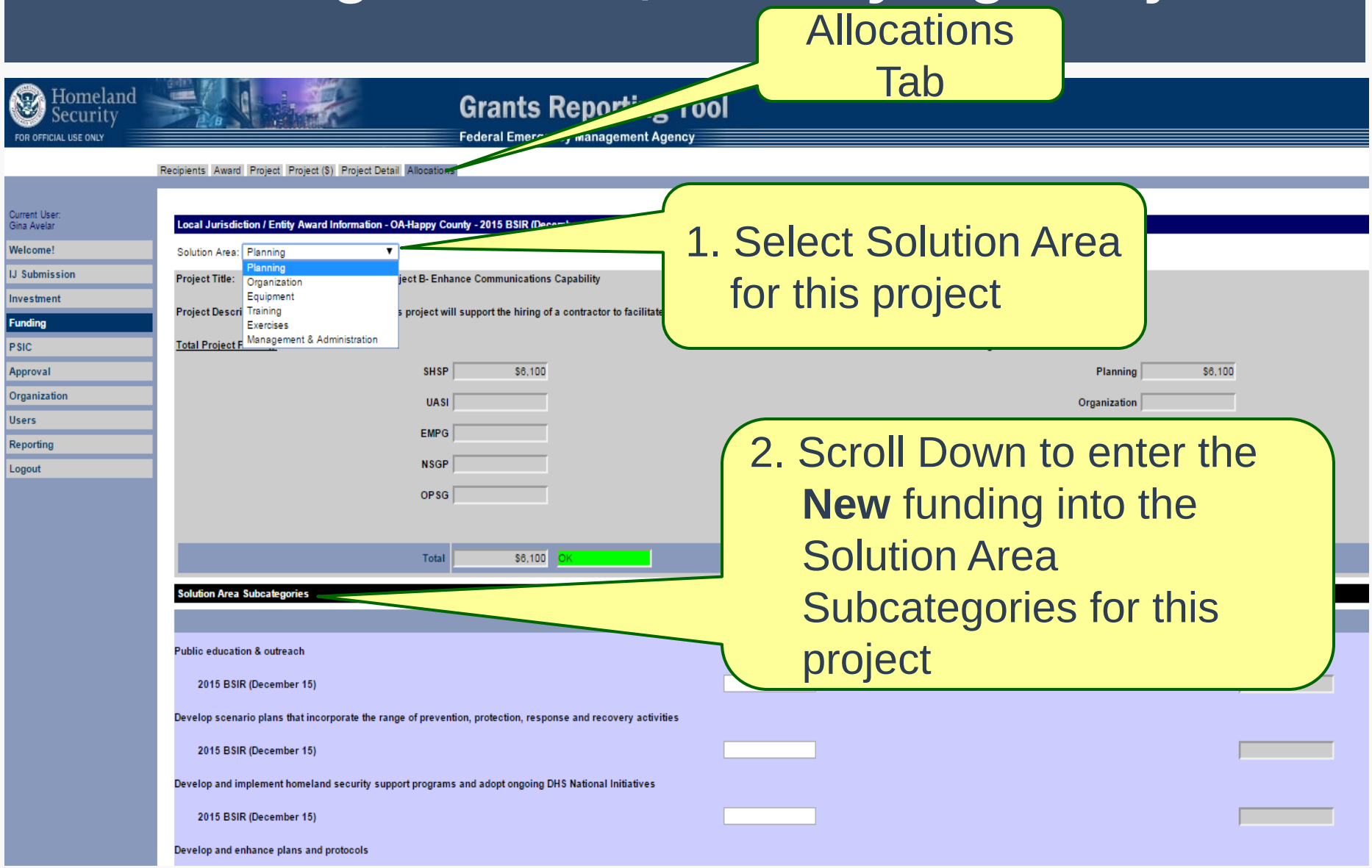


Project ($) Tab

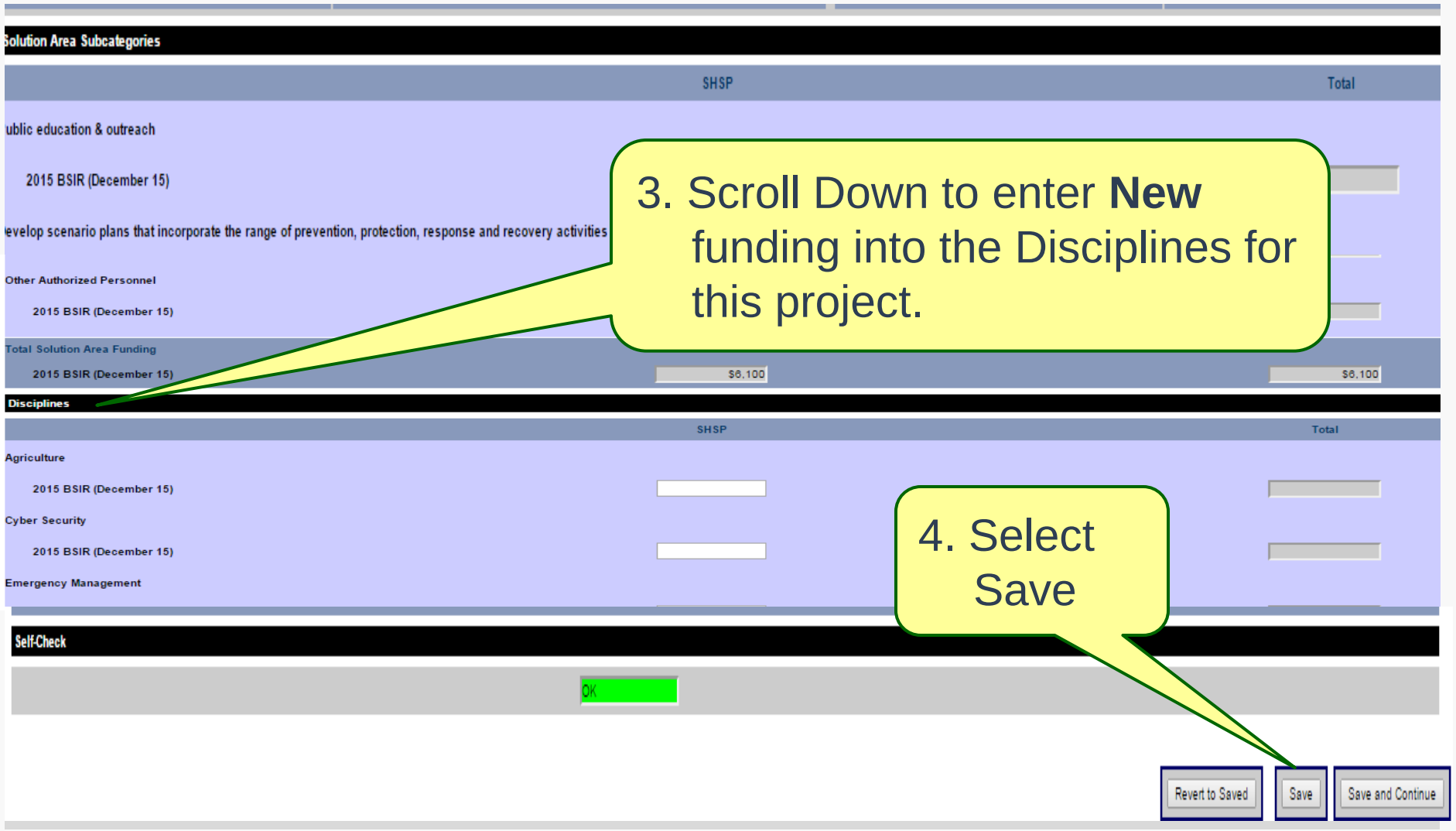
2. Enter **New** award amount for this project

3. Scroll Down Select Save and click on Allocations tab.

Funding Module, Modifying Project



Funding Module, Modifying Project



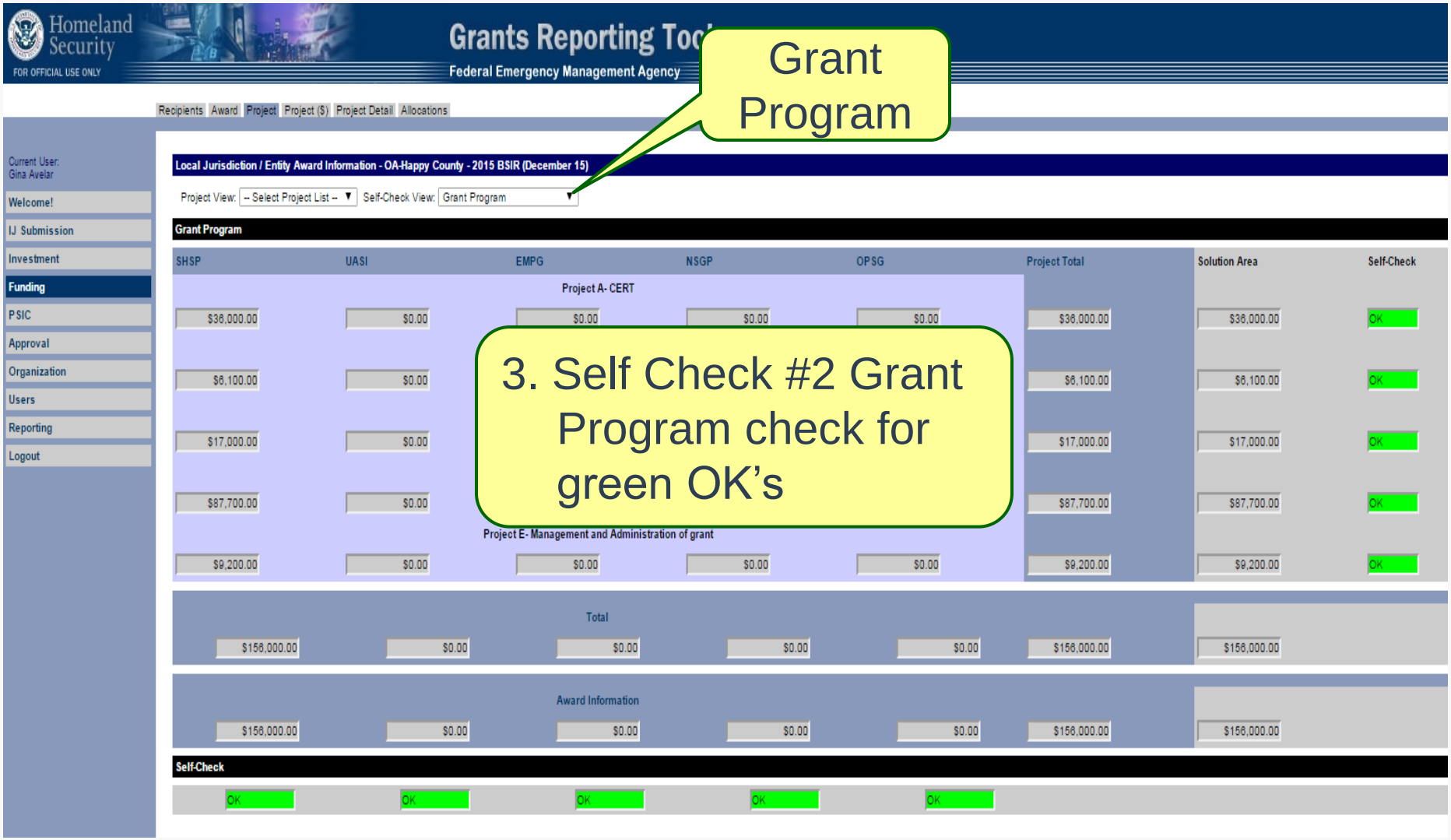
3. Scroll Down to enter **New** funding into the Disciplines for this project.

4. Select Save

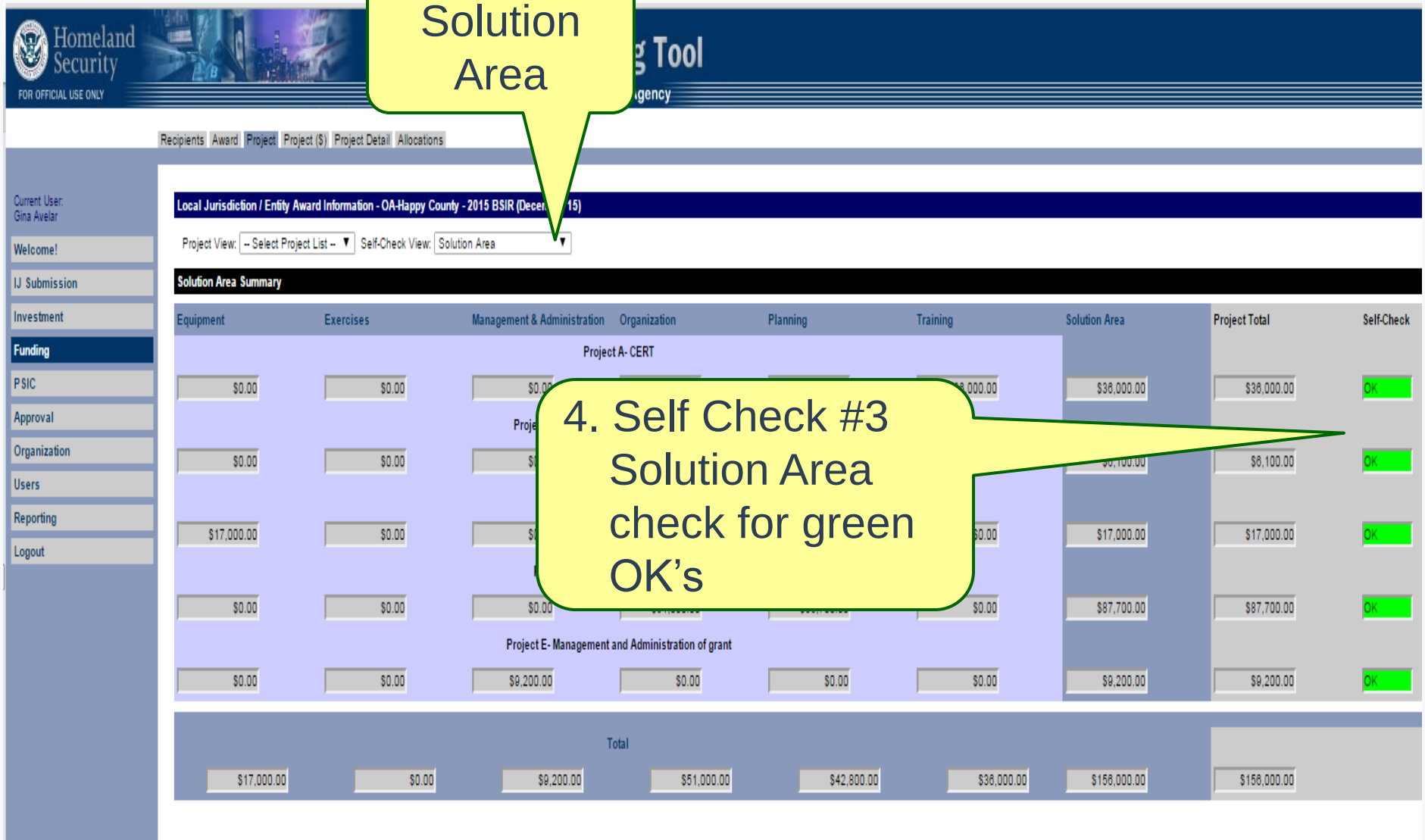
Four GRT Self-Checks

Funding Module, Project Tab

Funding Module, Project Tab



Funding Module, Project Tab



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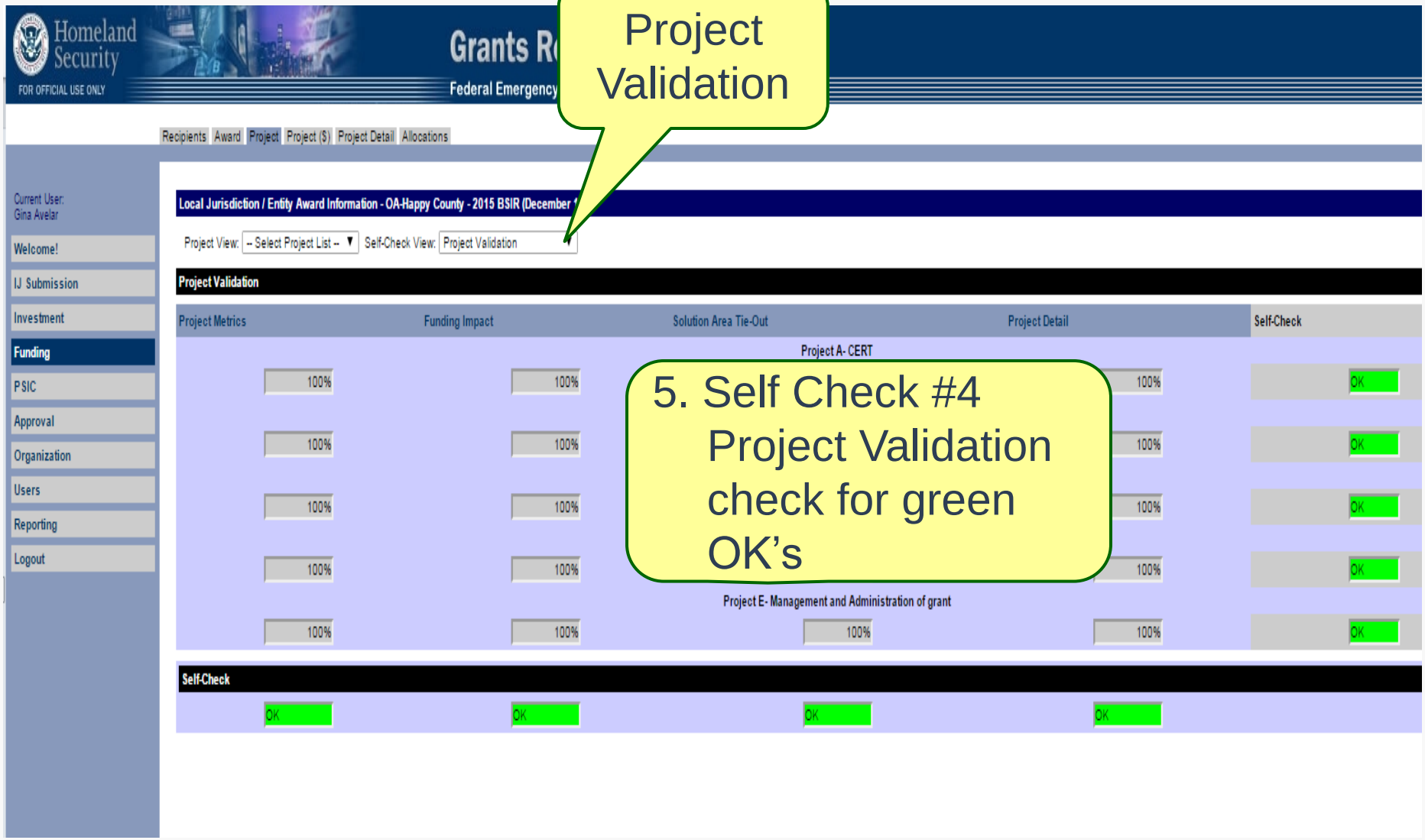
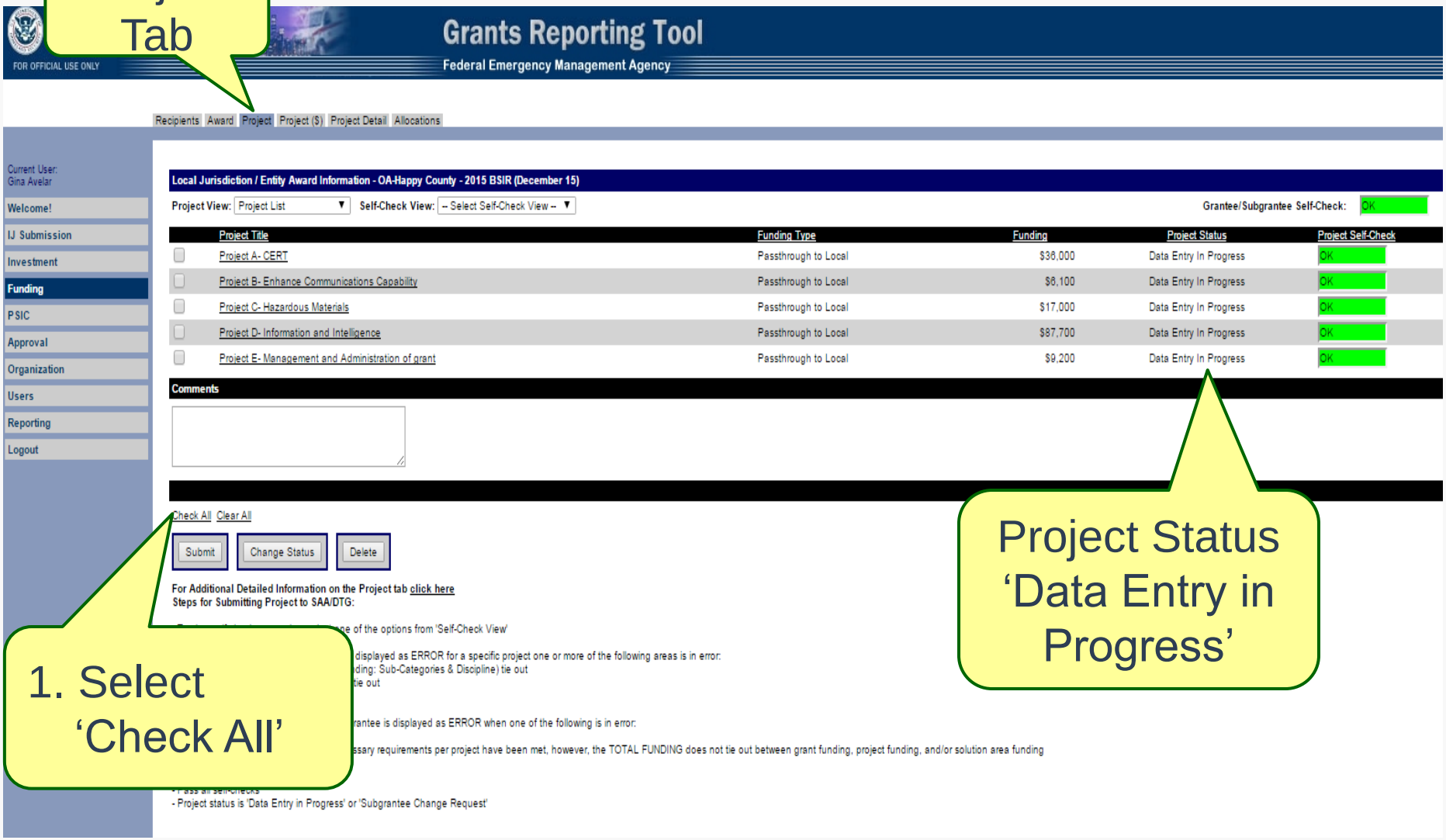
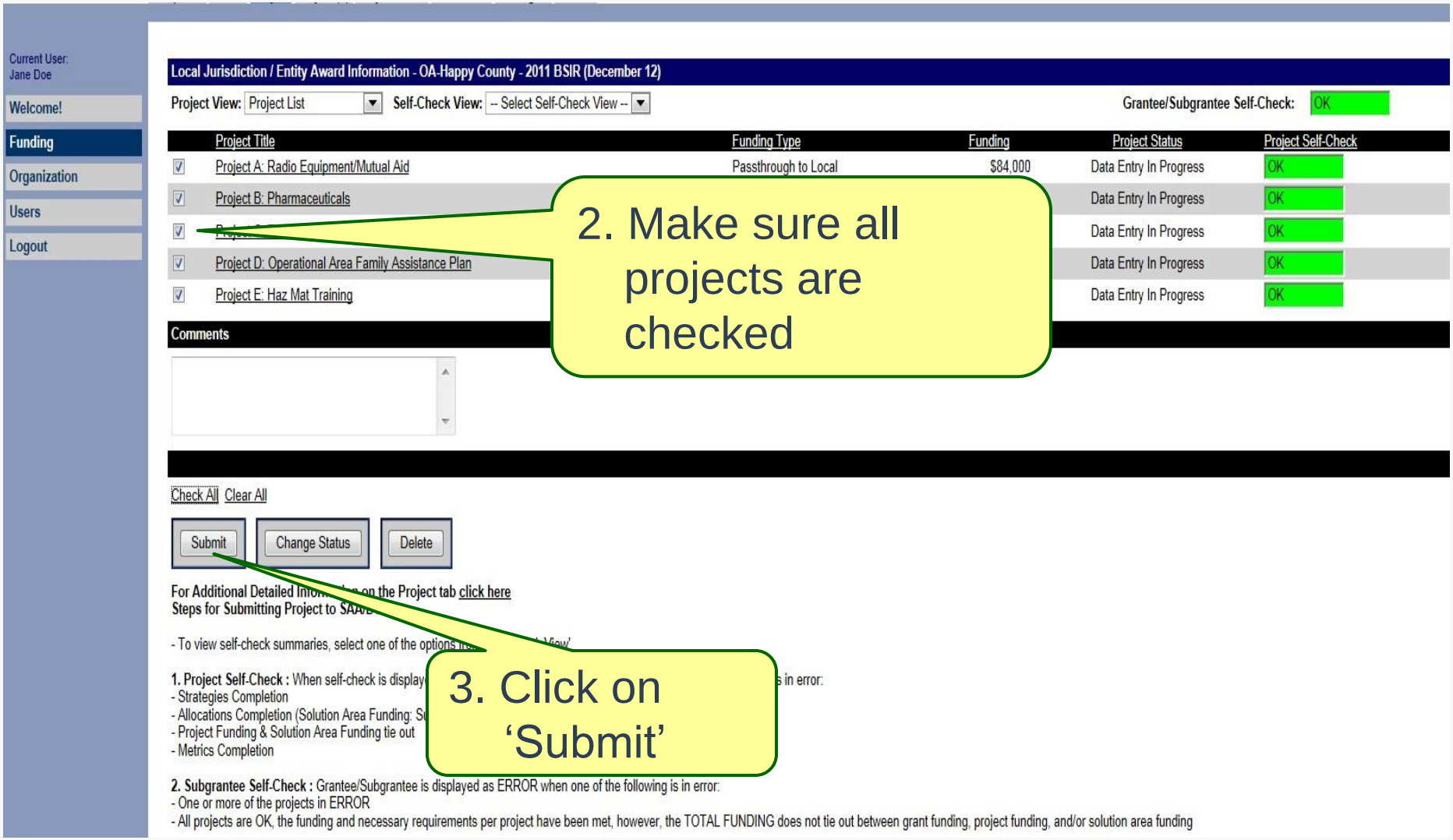


BSIR (2 steps)
Submittal for each
Fiscal Year

Funding Module, Project Tab



Funding Module, Project Tab



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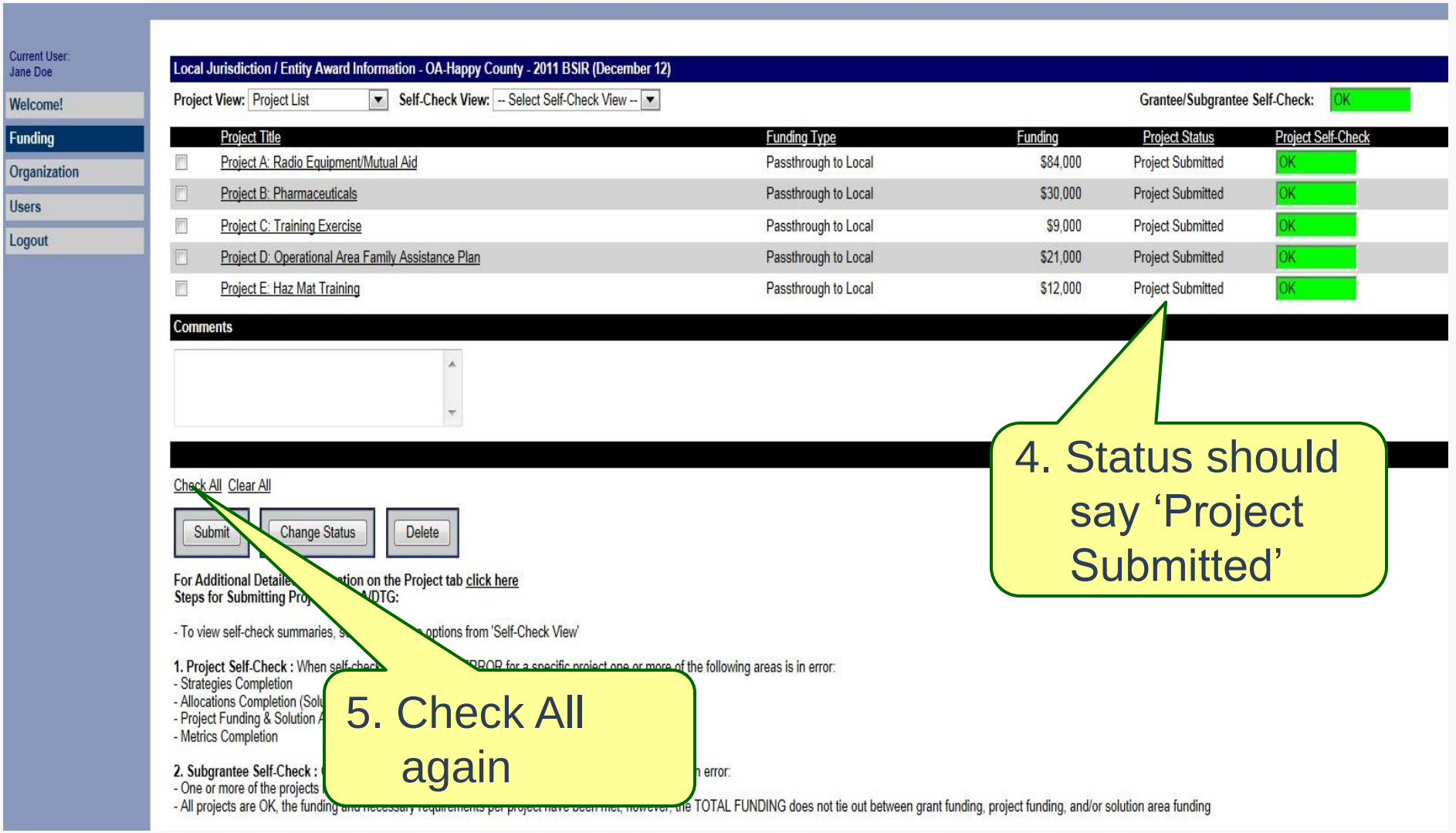

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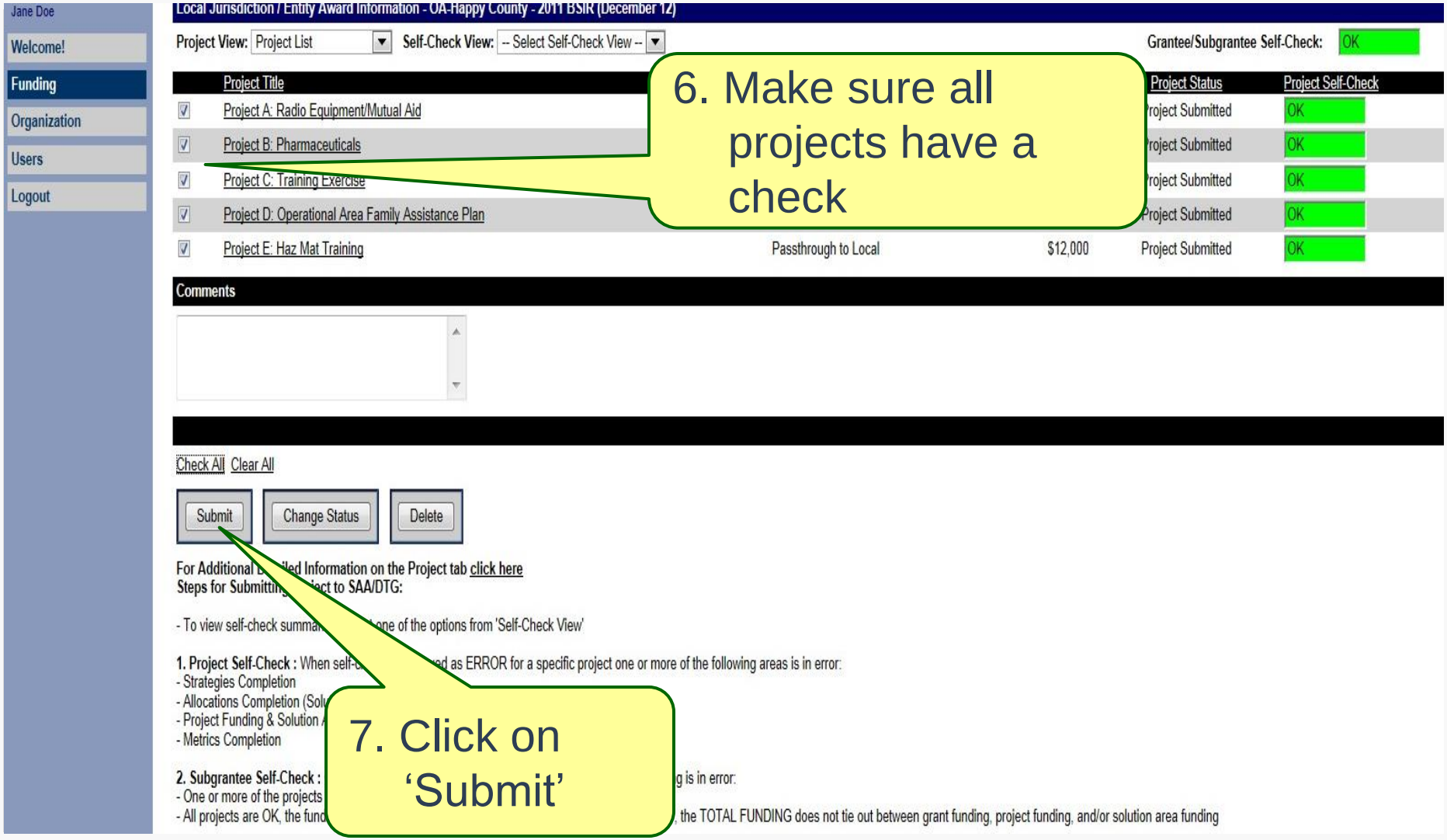
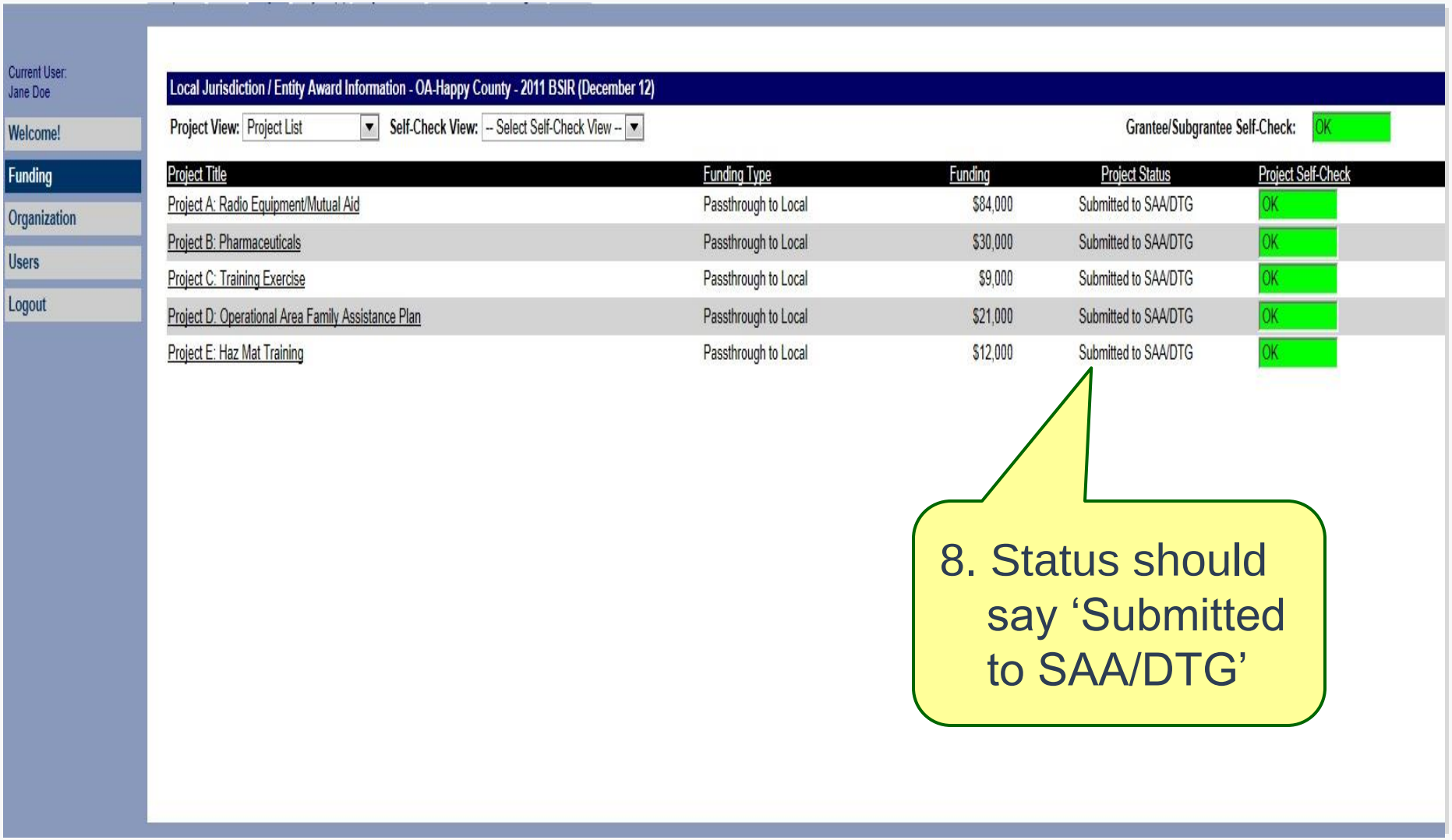


Funding Module, Project Tab

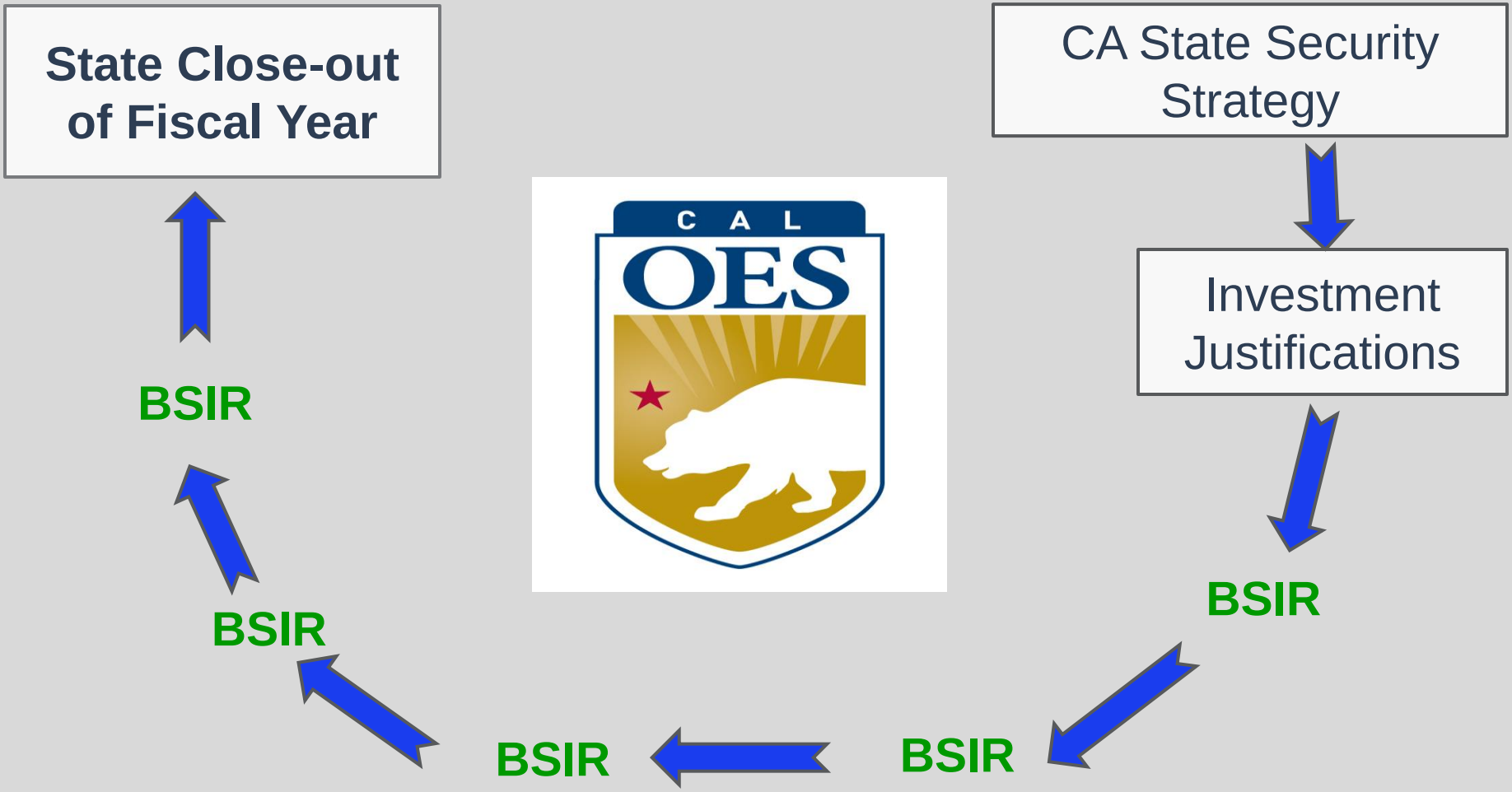


Workflow Process

Approval Workflow Process

- Projects Submitted (Subrecipient)
- Project Submitted to State (Subrecipient)
- Accept/Change Request (SAA)
- Approved by State (SAA)
- Submitted to FEMA (SAA)
- Accept/Change Request (FEMA)
- Approved by FEMA (FEMA)

Federal Grant Reporting Cycle



Completing BSIR (7 Steps)

Step 1: Go to GRT website

Step 2: Unlock/Create Account

Step 3: Check Users & Organization Module

Step 4: Complete Funding Module

Step 5: Review 4 Self-Checks

Step 6: BSIR (2 steps) submittal for each Fiscal Year

Step 7: Logout

Questions Regarding BSIR Please Contact:

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Dora.Gomez@caloes.ca.gov